Chapter 5 - Descriptive Profile Maintenance

PURPOSE

To provide maximum flexibility in tailoring R*STARS to meet the unique needs of various agencies, the R*STARS system is "profile-driven". This means that many of the functions associated with capturing, recording, and controlling financial activity are determined by information stored in system profiles, and not "hard-coded" in computer programs. These system profiles may be accessed and changed by users without programmer intervention. This enables users to tailor the system to meet their individual information requirements through simple, on-line profile maintenance transactions without data processing maintenance.

This chapter is intended to provide system users with an understanding of the profile maintenance subsystem and procedures. Specifically, profile maintenance instructions are presented for core descriptive profiles. Descriptive profiles provide titles, accounting classification, and other information for many of the codes used in R*STARS.

Terms

Primary Key
Control Profiles
Control Type Indicators
Data Related Errors
Descriptive Profiles
Error Severity
Function
Fund Related Errors
Level Indicators
Profile
Severity Indicators

This chapter reviews standard procedures for entering descriptive profile maintenance transactions.

5.1 GENERAL DATA ENTRY PROCEDURES

The entry of profile maintenance information is a two-step process. First, the appropriate personnel identify the profile maintenance transactions by completing the corresponding R*STARS profile maintenance form. Second, the information on these forms is entered into R*STARS through the on-line profile maintenance process.

The R*STARS profile maintenance forms and the related profile maintenance input screens are designed to parallel each other. In other words, the data elements contained on each form are laid out in the same order and relative position as they are on the corresponding profile maintenance screen. This format makes entering data easier.

The on-line data entry process for profile maintenance transactions requires the following three steps:

- ■ Select the appropriate data entry screen.

- ■ Enter the profile control key, information elements and effective dates.

- ■ Process the transaction.

The remainder of this section describes the on-line data entry process, options for submitting a profile maintenance transaction and the editing process.

Select the Appropriate Data Entry Screen

Submenus may be selected in one of three ways, as follows:

- ■ Select the corresponding function key (e.g., select F7 to access the Profile Maintenance Submenu).

- ■ Tab down to the desired menu option and select the "Enter" key.

- ■ Enter the submenu ID (e.g., D02) in the "Link To" field and select the "Enter" key. (See Section 3-5 for further discussion of the link facility).

```
S000 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  03/22/01 03:19 PM
LINK TO:      MAIN              MAIN MENU                           PROD


         (2)      CAM     COST ACCOUNTING MENU
         (3)      DT      DOCUMENT TRACKING MENU
         (4)      FIN     FINANCIAL DATA ENTRY MENU


         (7)      PR      PROFILE MAINTENANCE MENU
         (8)      PAY     PAYMENT PROCESSING MENU
         (10)     RFM     REPORTING/INQUIRY MENU
         (11)     SYS     SYSTEM CONTROL MENU
         (12)     UC      CHANGE USER CLASS






F1-HELP  F9-INTERRUPT  CLEAR-EXIT
```

Entry of Profile Control Key

Primary key fields uniquely identify profile records in the database. Control key fields are entered for viewing. The number of elements in the control key varies according to the amount of information required to uniquely identify a record. For example, the control key to the Agency profile is "Agency". The control key to the Program Code profile is agency, appropriation year, and program code.

Entry of Information Elements

Once the control key is entered, the information elements may be entered and processed for editing by selecting F10 or F11. This segment of the profile contains such information as expanded classification data, posting level indicators, control type indicators, and titles.   The information elements vary depending upon the profile. The specific data fields contained in each profile are identified in their individual coding instructions.

Entry of Effective Dates

Effective dates are optional fields in the profiles. They define the starting and ending dates for which each profile is valid or effective. The profile becomes effective on the start date (or immediately if no start date is coded). The profile remains effective until the end of the day specified as the end date (or forever if no end date is coded). When coded, the format must be MMDDYYYY. If both a start date and an end date are coded, the end date must be later than or equal to the start date. If the start date is left blank, it will default to today's date.

Required and Optional Fields, Numeric and Alphanumeric Fields

Profiles contain elements which are always required to be entered and elements which are optional. To simplify the coding instructions, if the element is required, the instruction will be:

- ■ Enter the three-character agency code.

If the element is optional, the instruction will be:

- ■ Enter the four-digit comptroller object or leave blank.

The term "digit" refers to a numeric field, like the comptroller object which requires that numbers be entered. "Character" means any combination of numbers or letters may be entered.

Last Process Date

The Last Process Date identifies the last date the profile record was updated. This element is automatically maintained by R*STARS. The field is protected and generally displayed on the lower right corner of the profile screen.

On-Line Transaction Options

The system provides two options for submitting a profile maintenance transaction. These options are selected through the use of the F10 or F11 keys, as shown in the chart.

Terminal Key	Transaction Option
F10	Submits transactions and returns screen with data elements previously entered if no errors are encountered.
F11	Submits transactions and returns blank screen if no errors are encountered.

The F11 key option is most appropriate when the records entered into the profile contain different data elements. However, if a majority of the data elements are the same, the F10 key option reduces the amount of data which must be entered each time a record is added.

On-Line Editing Process

When profile maintenance transactions are submitted to the on-line system to add or change a record, the profile maintenance subsystem edits the transaction to ensure that only valid data is recorded in system profiles. These edits include:

■ Verifying entered codes against other system profiles, such as verifying that the comptroller object is contained in the D10 Comptroller Object profile

■ Performing relational edits, such as ensuring that certain elements are entered based upon indicator values

■ Performing date edits, such as ensuring that the calendar month falls within the range 01 through 12

The on-line system returns up to six error messages to the screen whenever profile maintenance transaction errors are encountered. The fields in error are highlighted to facilitate error detection, also. All errors must be corrected before the system will accept a profile maintenance transaction. Information on each error can be accessed through the on-line Help function described in the Chapter 3, On-Line Procedures.

5.2 PROFILE MAINTENANCE CONTROL PROCEDURES

Descriptive profiles contain either systemwide or agency-specific records. The agency-specific profiles are normally maintained by each agency but may be maintained centrally. That is, a central control unit may review profile maintenance forms submitted by agencies prior to entering the data. Other agency-specific profiles are maintained on-line by agency staff. The agency-specific descriptive profiles are shown in the chart below.

<table>
<tr><td colspan="4" align="center">AGENCY-SPECIFIC PROFILES</td></tr>
<tr><td>D03</td><td>Organization Code</td><td>D32</td><td>Agency General Ledger Account</td></tr>
<tr><td>D04</td><td>Program Code</td><td>D36</td><td>Agency Code 3</td></tr>
<tr><td>D06</td><td>Project Type</td><td>D37</td><td>Other System Cost Center</td></tr>
<tr><td>D11</td><td>Agency Object</td><td>D42</td><td>Project Number</td></tr>
<tr><td>D19</td><td>PCA Group</td><td>D47</td><td>Grant Number</td></tr>
<tr><td>D23</td><td>Fund</td><td>D48</td><td>Grant Object</td></tr>
<tr><td>D25</td><td>Agency Object Group</td><td>D52</td><td>Function Code</td></tr>
<tr><td>D26</td><td>Agency Code 1</td><td>D59</td><td>Current Document Number Increment</td></tr>
<tr><td>D27</td><td>Agency Code 2</td><td>D60</td><td>Project Group</td></tr>
<tr><td>D28</td><td>Grantor</td><td>D61</td><td>Current Date</td></tr>
<tr><td>D29</td><td>Debt/Investment</td><td></td><td></td></tr>
</table>

The control of profile maintenance transactions is critical, as the profiles define the accounting structure and much of the processing logic for R*STARS. The profiles provide maximum flexibility in tailoring the system for each user agency; however, this flexibility requires that the user take special care when preparing profile maintenance transactions. The user should keep in mind that one profile maintenance transaction can affect many different areas of the accounting structure. (The hierarchical profile relationships are discussed later in this chapter.) Careful manual control of deletions is mandatory, since there is no automatic editing to ensure that valid profile entries are not deleted accidentally or that incorrect valid codes are posted.

In order to maintain control over the profile maintenance transactions, each step of the profile development process must be tracked. The control steps include authorization, input, and review. In R*STARS, authorization and input are identified to the responsible party through identification lines that are completed on each profile maintenance form. Profile entries must also be reviewed for accuracy on an on-going basis to ensure that the profiles reflect the structure required by each organization.

Performing the following recommended control procedures will ensure the integrity of the accounting structure and the information provided by R*STARS. These control procedures should be followed by both the user agencies and the R*STARS manager.

Transaction Authorization and Entry

Each Profile Maintenance form contains a similar heading which identifies the profile and the related input screen. Two lines are also provided to identify that the transaction was properly authorized and entered into R*STARS. Each line should be completed as follows:

- **Prepared By** — identifies the originator of the form. Whenever questions arise on the contents of the form, this individual will be contacted.

- **Authorized By** — identifies that each Profile Maintenance form has been reviewed and authorized by the appropriate supervising personnel before entering the data or submitting to a central input unit. For agency-controlled profiles, the individual responsible for profile maintenance for the agency should log-in this section. For centrally-controlled profiles, this line should be signed by the appropriate R*STARS management.

- **Entered By** — identifies that the data recorded on the Profile Maintenance form has been entered into R*STARS. The R*STARS input operator should initial this line after each form is entered.

Whenever profile maintenance forms are submitted to a central data entry agency, a copy of the form should be retained by its initiator.

Transaction Verification

When profile maintenance transactions are entered on-line, the data entry operator has assurance that the transaction was accepted by the system when one of the following messages appears on the screen:

> **Z01 RECORD SUCCESSFULLY ADDED**
> **Z02 RECORD SUCCESSFULLY CHANGED**
> **Z04 RECORD SUCCESSFULLY DELETED**

This serves as verification for on-line profile maintenance transactions.

5.3   PROFILE MAINTENANCE REPORTING

R*STARS provides two types of profile maintenance reports. The profile maintenance log reports provide the ability to monitor maintenance activity recorded in system profiles. The profile listing reports provide a record-by-record listing of profiles for use by user personnel. These two report types are described below along with a brief description of the report request procedures.

Profile Maintenance Log Report

R*STARS generates the Profile Maintenance Log Report (DAFR9900) for profile maintenance transactions posted to the system. This report is prepared for each profile. The report contains the new image of the profile after an add, change or delete transaction has been recorded. If a profile is deleted then it shows the delete image.

This report may be requested on an as needed basis. This report should be used primarily as an audit trail of profile maintenance activity.

Profile Listings

Profile listings for each of the system profiles may be requested by users on an as needed basis. Generally, listings should be requested when significant changes are made to system profiles. Because R*STARS profiles form the basis of the classification structure and accounting logic of the system, the profile listings are an important part of the system's audit trail.

The Log Report and profile listings are requested on the Report Request Profile Maintenance screen. Instructions for requesting reports are included in Chapter 11, Reporting.

Profile listings are requested using DAFQXXX0 where "XXX" is the profile number. For example, the D32 profile would be requested on the S091 screen by entering DAFQD320 as the report name.

5.4 PROFILE HIERARCHIES

Many of the R*STARS profiles are interrelated, enabling input coding reduction capabilities and input control edit features. These interrelationships cause profile hierarchies to exist in the following areas of the system:

- ■ Between the descriptive and control profiles
- ■ Between data coded on input versus data looked-up during processing

These profile hierarchies require that a specific order be followed when creating certain profiles. There is also a hierarchy in determining what data element will post to the system when the data element is input or looked up in more than one place. For example, if two different project numbers are coded, one on input and the other looked-up by an index code, the profile hierarchies define which project number will post.

The profile creation and coding sequences required to maintain the system hierarchies are described in the following paragraphs.

Profile Relationships

The R*STARS profiles must be established in a specific order because of their interrelationships. The charts on the following pages describe the dependencies between the profiles. Some groups of profiles must be developed before the next group can be started. For example, Group A must be completed before Group B is started. In addition, the profiles within a group should be completed in the order listed. However, profiles do not need to be established for optional classification elements, such as Agency Code 1 and 2, if the entity does not require them. The Profile Hierarchy on the next page illustrates this.

Data Element Look-Up Hierarchy

Various classification elements can be entered on accounting transactions and related to other input elements for look-up during processing. The Data Element Hierarchy shows the sequence used by the system if two of the same codes with different values are available during system processing. (Notice from this list that the general rule is that if an element is coded on input it overrides all profile entries). For example, if a fund is entered on the accounting transaction, the entered fund is used by the system. If no fund is entered, the fund in the Index Code profile is used. Finally, if no fund is entered and the Index Code profile does not contain a fund, the fund from the Program Cost Account profile is used. If fund is required but not available from any of these sources, an error is issued.

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R★STARS

Data Entry Guide
Descriptive Profile Maintenance

Page: **5.4-2**

PROFILE RELATIONSHIPS

REQUIRED SEQUENCE

OPTIONAL SEQUENCE

GROUP 1

1a	D12 Agency Group	I
b	D53 Cash Basis	I
c	D71 GAAP Function	I
d	D02 Agency	D (D12, D53, D71)

D40 Grant Category	I
D28 Grantor	I
D35 Grant Type	I
D47 Grant Number	D (D40, D28, D35)
029 Grant Phase	D (D47)
031 Subgrantee	I

GROUP 2

2a	D03 Organization	D (D02)
b	D04 Program	D (D02)

D33 NACUBO Category	I
D34 NACUBO Source	D (D33)
D16 GAAP Category	I
D08 GAAP Source	D (D16)
D65 GAAP Subclass	D (D08)
D09 Comptroller Source	I
D01 Object Profile	I
D10 Comptroller Object	D (D01, D09, D65, D34, D08, D33, D16)

GROUP 3

3a	D39 State Fund Group	I
b	D22 Appropriated Fund	I
c	D20 GAAP Fund Group	I
d	D21 GAAP Fund Type	D (D20)
e	D24 GAAP Fund	D (D21)
f	D68 GAAP Subfund	D (D24)
g	D23 Fund	D (D22, D68, D39)

D45 NACUBO GL Category	I
D46 NACUBO GL Account Class	I
D13 GAAP GL Account Category	I
D14 GAAP GL Account Class	D (D13)
D07 GAAP GL Subclass	D (D14)
D31 Comptroller GL Account	D (D07, D14, D13, D46, D45)

GROUP 4

4a	D53 Appropriation Type	I
b	20 Appropriation Number	D (D53, D04)

GROUP 5

5a	24 Index Code	D (D03)
b	26 Program Cost Account	D (D04)

D06 Project Type	I
D42 Project Number	D (D06)
027 Project Phase	D (D42, D06)

I = Independent within the group
D = Dependent upon other profiles (Shown in parentheses) being established

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DATA ELEMENT HIERARCHY

FUND	1. Coded on input
	2. Looked up from Index Code profile
	3. Looked up from PCA profile
APPROPRIATION	1. Coded on input
	2. Looked up from Index Code profile
	3. Looked up from PCA profile
PCA	1. Coded on input
	2. Looked up from Index Code profile
	3. Program structure looked up from Appropriation profile
INDEX	1. Coded on input
	2. Looked up from PCA profile
PROJECT, PHASE	1. Coded on input
	2. Looked up from Index Code profile
	3. Looked up from PCA profile
	4. Looked up from Grant Control profile
GRANT, PHASE	1. Coded on input
	2. Looked up from Index Code profile
	3. Looked up from PCA profile
	4. Looked up from Project Control profile
AGENCY CODE 1, 2 AND 3	1. Coded on input
	2. Looked up from Index Code profile
	3. Looked up from PCA profile
COMPTROLLER OBJECT, AGENCY OBJECT	1. Coded on input
	2. Comptroller object looked up from Agency Object

5.5 DESCRIPTIVE PROFILES

The titles and other descriptive information for most codes contained in R*STARS are located in the Descriptive profiles. In addition to serving as a means of storing descriptive titles, the profiles provide a master list of the valid codes contained in the system and define certain other variables related to the code which consist primarily of processing logic.

Each time a code is entered (whether as a part of an accounting transaction or as a part of a profile maintenance transaction), a check is typically made to ensure that the code is present in the Descriptive profiles. Failure to find the code results in an error. Any processing logic related to the code is also retrieved at this time (e.g. Approval Indicators).

There are over 50 Descriptive profiles in the R*STARS system. Each classification element (e.g., Agency, Organization Code, Program Code, etc.) has a unique profile that is referenced by a profile number. The profile numbers range from D01 to D99. The remainder of this chapter discusses the descriptive profiles" relationship to other profiles, control implications and input coding instructions for the development and maintenance of each profile.

Relationship to Other Profiles

The Descriptive profiles are closely related to all other profiles in the system. They serve as the chart of valid codes for editing codes entered in the other profiles and entered on accounting transactions. For example, all maintenance transactions for the Index Code profile are edited against the Descriptive profiles to ensure that all codes, such as fund and Agency Code 1, contained in the Index Code profile are valid as defined in the Descriptive profiles.

Control

The Descriptive profiles affect all levels of accounting and reporting through their relationship with the Financial Tables. Careful manual control of deletions is mandatory, since there is no automatic editing to ensure that valid codes are not deleted accidentally. More importantly, the deletion of a code has no impact on financial data already recorded in R*STARS.

Input Coding

The coding instructions for the Core Descriptive profiles are provided in the following pages. The format includes a brief explanation of the Descriptive profile, an example of the Profile Maintenance screen and the coding instructions themselves. The Descriptive profiles covered in this chapter include:

D01 OBJECT
D02 AGENCY
D03 ORGANIZATION CODE
D04 PROGRAM CODE
D06 PROJECT TYPE
D07 GAAP GL SUBCLASS
D08 GAAP SOURCE/OBJECT
D09 COMPTROLLER SRE/GRP
D10 COMPTROLLER OBJECT
D11 AGENCY OBJECT
D12 AGENCY GROUP
D13 GAAP GL ACCOUNT CAT
D14 GAAP GL ACCOUNT CL
D15 APPROPRIATION GROUP
D16 GAAP CATEGORY
D19 PCA GROUP
D20 GAAP FUND GROUP
D21 GAAP FUND TYPE
D22 APPROPRIATED FUND
D23 FUND
D24 GAAP FUND
D25 AGENCY OBJECT GROUP
D26 AGENCY CODE 1
D27 AGENCY CODE 2
D28 GRANTOR
D29 DEBT/INVESTMENT **(not used in Michigan)**
D31 COMPTROLLER GL ACCT
D32 AGENCY GL ACCOUNT
D35 GRANT TYPE
D36 AGENCY CODE 3
D37 OTHER SYSTEM COST CENTER **(not used in Michigan)**
D39 STATE FUND GROUP
D40 GRANT CATEGORY
D41 PROJECT CATEGORY
D42 PROJECT NUMBER
D43 PRE-AUDIT SELECTION AND SAMPLING CRITERIA

D44 ACTION CODE
D47 GRANT NUMBER
D48 GRANT OBJECT
D49 PAYMENT MESSAGE
D51 ERROR CODE
D52 FUNCTION CODE
D53 TITLES
D57 TAX OFFSET CATEGORY **(not used in Michigan)**
D59 CURRENT DOCUMENT NUMBER INCREMENT
D60 PROJECT GROUP
D63 DEVICE ID
D64 REPORT CONTROL
D65 GAAP SUBCLASS
D67 GL TABLES CONTROL
D68 GAAP SUBFUND
D71 GAAP FUNCTION
D80 OTHER SYS OBJECT **(not used in Michigan)**
D81 FEDERAL PROJECT **(not used in Michigan)**
D82 TRANSPORTATION PROGRAM NUMBER **(not used in Michigan)**
D85 FEDERAL APPROPRIATION **(not used in Michigan)**
D90 FIXED ASSET CLASS **(not used in Michigan)**
D91 FIXED ASSET SUBCLASS **(not used in Michigan)**
D93 FIXED ASSET LOCATION 1 **(not used in Michigan)**
D94 FIXED ASSET LOCATION 2 **(not used in Michigan)**
D95 FIXED ASSET LOCATION 3 **(not used in Michigan)**
D96 FIXED ASSET FUNDING SOURCE **(not used in Michigan)**
D97 PREVENTATIVE MAINTENANCE **(not used in Michigan)**

All valid values for data elements labeled as "Examples" are recommendations of how the data element can be coded. All other values are specific to the data element and must be used in the coding process.

D01 OBJECT PROFILE
INPUT CODING INSTRUCTIONS

The D01 profile contains the object number and associated title information.

Control Key

■ **Object**   Enter the four-digit object code.

Information Elements

■ **Title**   Enter up to a 40-characters object title.

■ **Projection**   Enter the one-digit projection method as follows:
Method   **0** — Straight Line Current Method
1 — Straight Line One Month Lag Method
A Projection Method of "0" is used to estimate total fiscal year expenditures or revenues by dividing the year to date amount by the number of months, including the current month, and multiplying by twelve. This is the preferred method if the revenues or expenditures increase as the fiscal year progresses.

A Projection Method of "1" is used to estimate total fiscal year revenues or expenditures by using the year to date amount for the last completed fiscal month. This amount is divided by the number of completed fiscal months and multiplied by 12. This is the preferred method if the revenues or expenditures remain fairly constant over the fiscal year.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD01 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                         OBJECT PROFILE                       FACS


                   OBJECT:

                    TITLE:

          PROJECTION METHOD:







                                                    STATUS CODE: A
EFF START DATE:            EFF END DATE:             LAST PROC DATE:



F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D02 AGENCY PROFILE
INPUT CODING INSTRUCTIONS

The D02 Agency profile represents the first level of each agency's internal organization structure. In R*STARS, the agency code is the primary control point in the user's organization structure. System processing, such as cost allocation and general ledger accounting is defined for each Agency. An Agency profile is required for each agency.

Control Key

■ **Agency**   Enter the three-character agency code.

Information Elements

■ **Title**   Enter up to a 40-character agency title.

■ **Address Line 1** Enter up to a 40-character address line 1 information.

■ **Address Line 2** Enter up to a 40-character address line 2 information. (Optional)

■ **Address Line 3** Enter up to a 40-character address line 3 information. (Optional)

■ **City**   Enter up to a 20-character city code.

■ **State**   Enter a two-character state code.

■ **Zip Code**   Enter a nine-digit zip code. The first five digits are required; the last four digits are optional.

■ **Phone**   Enter a 10-digit phone number, beginning with the area code.

■ **Extension**   Enter a four-digit extension or leave blank.

■ **Contact Name**   Enter up to a 40-character contact name or leave blank. If Agency Type = B, this field is required.

■ **ODFI Bank ID**   Enter up to a three-character ODFI (Originating Depository Financial Institution) bank ID. Must be valid in the D56 Bank ID profile.

■ **E-Mail Address** Enter up to a 50-character e-mail address. (Optional)

■ **Agency Group**   Enter a two-character agency group code. Must be valid in the D12
Agency Group profile.

■ **Agency Type**   Enter a one-character agency type as follows:
B — Batch - An agency is categorized as "Batch" if a single financial
agency decentralizes data entry into multiple locations. Each
decentralized entity is categorized as a batch agency.
H — Higher Education - If an agency is categorized as "Higher
Education," the edits for NACUBO data elements are invoked on
accounting transactions. **(Not used in Michigan)**
O — Other - If an agency is categorized as " Other" , it is a financial
agency. Each financial agency may have multiple batch agencies
established for decentralized data entry.

■ **Cash Basis**   Enter the two-character cash basis function. Valid values exist in the D53
Titles Profile Table ID "CBFN".

■ **GAAP**   Enter a two-character GAAP function code. It must exist in D71 GAAP
Function   Function profile.

■ **ACO**   Enter a two-character ACO code designating the Appropriation Control
Officer.

■ **Usage Ind**   Enter a one-character usage indicator as follows:
I — Internal
R — Reporting
"Internal" indicates that the agency uses R*STARS as its accounting
system. "Reporting" indicates agencies that will maintain their own
internal system.

■ **Article**   Leave blank or enter an appropriate value. This element represents the
article in the appropriation bill.

■ **Data Related**   Enter a one-character Data Related Errors indicator or leave blank for each
Errors (1-40)   of the 40 error codes as follows:
W — Warning
I — Ignore
Blank — Fatal

■ **Data Related**   Enter a one-character Data Related Errors indicator or leave blank for each
  Errors (41-80)   of the 40 error codes as follows:

■ **Fund Related**   Enter a one-character fund related errors indicator or leave blank for each
  Errors (1-40)   of the 40 error codes as follows:
  W   — Warning
  I   — Ignore
  Blank — Fatal

■ **Fund Related**   Enter a one-character fund related errors indicator or leave blank for each
  Errors (41-80)   of the 40 error codes as follows:
  W   — Warning
  I   — Ignore
  Blank — Fatal

■ **Control Ind 1**   Enter the one-character Control 1 indicator as follows:
  Y — Yes
  N — No
  The purpose of Control Indicator 1 is to determine whether or not an
  agency's escheated payments are FOIA disclosable.

■ **Control Ind 2**   Leave blank. This field is reserved for future use. No edits defined.

■ **Control Ind 3**   Leave blank. This field is reserved for future use. No edits defined.

■ **Status Code**   Enter a one-character status code as follows:
  A   — Active
  I   — Inactive
  This code will default to an active status if not entered. It may be used to
  inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which
  identifies when the record becomes effective. This field can be left blank,
  which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which
  identifies when the record is no longer effective. This field can be left
  blank.

■ **Last Proc Date**   This is system generated.

```
SD02 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  03/22/01 02:30 PM
LINK TO:                          AGENCY PROFILE                        PROD

        AGENCY: 231    TITLE: 231 STATE
 ADDRESS LINE 1: FINANCE DIVISION
 ADDRESS LINE 2: MICHIGAN NATIONAL TOWER, 2ND FLOOR
 ADDRESS LINE 3:
          CITY: LANSING                  STATE: MI     ZIP: 48918
         PHONE: 517 373 2483 EXTENSION:
  CONTACT NAME:                                      ODFI BANK ID: 030
 E-MAIL ADDRESS: MDOSEXPENDITURECONTROLSECTION@STATE.MI.US
   AGENCY GROUP: 23   AGENCY TYPE: O   CASH BASIS: 01
  GAAP FUNCTION: 01                        ACO: TJ
      USAGE IND: I   (I OR R)           ARTICLE:
              DATA RELATED  (1-40)
                  ERRORS  (41-80)
                               12345678901234567890123456789012345677890
              FUND RELATED  (1-40)
                  ERRORS  (41-80)
    CONTROL INDS-1: Y 2:   3:                    STATUS CODE: A
 EFF START DATE: 06201994   EFF END DATE:        LAST PROC DATE: 02052001


 F1-HELP  F3-DEL  F9-INT  F10-SAVE  F11-SAVE/CLEAR  ENTER-INQ  CLEAR-EXIT
```
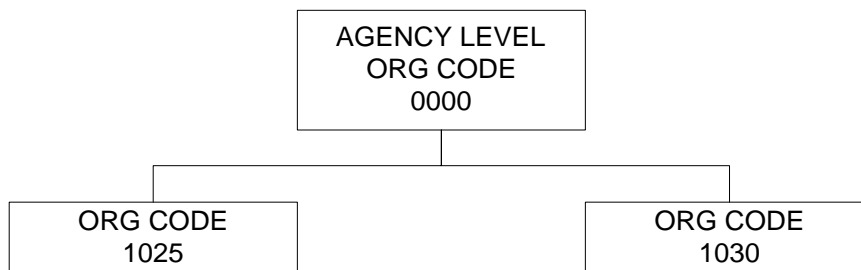
D03 ORGANIZATION CODE PROFILE

The Organization Code is used to uniquely define each organizational unit within an agency. The structure of the Organization Code profile enables users to establish up to nine levels for internal reporting or budgeting purposes. This profile can be used to address Agency specific reporting needs.

Two areas impacted by the Organization Code include security and the definition of the organizational structure itself. In the R*STARS Security System, the Organization Code can be used, optionally, to restrict an operator to a predefined organizational level within an agency. This is accomplished by determining at what level security should be restricted for an operator and coding the appropriate security path using the Organization Codes. Including the agency as a level, security for an operator may be restricted to three levels.

The levels in an agency's organization structure are defined on the Organization Code profile by using the values assigned to the Reports To Org. Based on these relationships, R*STARS automatically determines (system generated) the various levels defining the organizational structure and displays this information in the Org Level field and the Higher Levels of Organization fields at the bottom of the screen.

To illustrate these concepts the following diagram is shown along with special coding rules:

```
            ┌─────────────────┐
            │  AGENCY LEVEL   │
            │    ORG CODE     │
            │      0000       │
            └────────┬────────┘
          ┌──────────┴──────────┐
┌─────────────────┐    ┌─────────────────┐
│    ORG CODE     │    │    ORG CODE     │
│      1025       │    │      1030       │
└─────────────────┘    └─────────────────┘
```

■ Each agency using Organization Codes must have a Level 1 Organization Code defined as "0000".

■ An Organization Code cannot report to itself.

■ Organization Codes at the same level within a branch of the structure must report to the same Organization Code.

D03 ORGANIZATION CODE PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **Agency**   Enter the three-character agency code, which must exist in the D02
                           Agency profile.

■ **Appropriation**   Enter a two-digit appropriation year.
  Year

■ **Organization**   Enter the four-digit organization code, which uniquely identifies each
  Code   organizational unit within the agency. The first level of the organization
                           structure, the Agency level, must be input with an organization code value
                           of "0000".

Information Elements

■ **Title**   Enter up to a 40-character organization code title.

■ **Reports To**   Enter the four-digit reports to org code which is the organizational unit that
  Org   this organization will report to. If the organization code in the Control Key
                           is "0000", reports to org must be blank. If entered, it must exist in this
                           profile.

■ **Org Level**   This is system generated.

■ **Higher Levels**   This is system generated.
  of
  Organization

■ **Status Code**   Enter a one-character status code as follows:
                           A — Active
                           I — Inactive
                           This code will default to an active status if not entered. It may be used to
                           inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which
                           identifies when the record becomes effective. This field can be left blank,
                           which will cause the record to be immediately available.

- ■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

- ■ **Last Proc Date**   This is system generated.

```
SD03 2.0                      R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                   ORGANIZATION CODE PROFILE                       FACS


           AGENCY:        (MUST BE IN D02 AGENCY PROFILE)
APPROPRIATION YEAR:
 ORGANIZATION CODE:
            TITLE:

   REPORTS TO ORG:


       ORG LEVEL:            (SYSTEM-GENERATED)

        HIGHER LEVELS OF ORGANIZATION (SYSTEM-GENERATED):
1:     2:      3:      4:      5:      6:      7:      8:      9:     10


                                              STATUS CODE: A
 EFF START DATE:           EFF END DATE:          LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

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R★STARS

Data Entry Guide
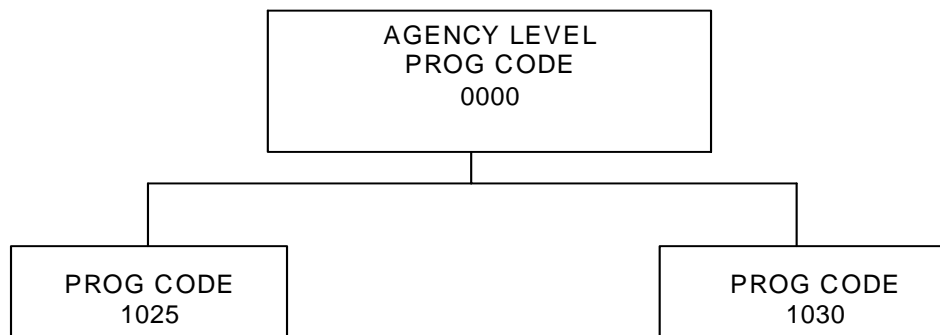
Descriptive Profile Maintenance

Page: **5.5-13**

D04 PROGRAM CODE PROFILE

With the exception of security implications, the Program Code is similar to the Organization Code in function, but it is used to define the accounting structure of an entity.

The Program Code is used to uniquely define each program unit within an agency. The structure of the Program Code profile enables users to establish up to nine levels for internal reporting or budgeting purposes. This profile can be used to address agency specific reporting needs.

The levels in an agency's program structure are indirectly defined on the Program Code profile by using the values assigned to the Reports To Pgm. Based on these relationships, R*STARS automatically determines (system generated) the various levels defining the program structure and displays this information in the Pgm Level field and the Higher Levels of Program fields at the bottom of the screen.

To illustrate these concepts, the following diagram is shown along with special coding rules:

```
          ┌─────────────────┐
          │  AGENCY LEVEL   │
          │   PROG CODE     │
          │     0000        │
          └────────┬────────┘
          ┌────────┴────────┐
┌─────────┴─────┐   ┌───────┴───────┐
│   PROG CODE   │   │   PROG CODE   │
│     1025      │   │     1030      │
└───────────────┘   └───────────────┘
```

- ■ Each Agency using Program Codes must have a Level 0 PGM code defined as "0000".

- ■ A Program Code cannot report to itself.

- ■ Program codes at the same level within a branch of the structure must report to the same program code.

D04 PROGRAM CODE PROFILE
INPUT CODING INSTRUCTIONS

Control Key

- **Agency**   Enter the three-character agency code, which must exist in the D02 Agency profile.

- **Appropriation Year**   Enter a two-digit appropriation year.

- **Program Code**   Enter the four-character program code for each program that will be used in R*STARS. The first level of the program structure must be input with a program code value of "0000".

Information Elements

- **Title**   Enter up to a 40-character program code title.

- **Reports To PGM**   Enter the four-character reports to program code which is the program unit that this program will report to. If the program code in the control key is "0000", reports to program must be blank. If entered, it must already exist in this profile.

- **Program Level**   This is system generated.

- **Higher Levels of Program**   This is system generated.

- **Status Code**   Enter a one-character status code as follows:
  A — Active
  I — Inactive
  This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

- **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

- **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

- **Last Proc Date**   This is system generated.

```
SD04 2.0                      R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                     PROGRAM CODE PROFILE                          FACS


             AGENCY:    (MUST BE IN D02 AGENCY PROFILE)
 APPROPRIATION YEAR:
       PROGRAM CODE:
              TITLE:



     REPORTS TO PGM:



       PROGRAM LEVEL:           (SYSTEM GENERATED)

    HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1:      2:      3:      4:      5:      6:      7:      8:      9:

                                                  STATUS CODE: A
  EFF START DATE:             EFF END DATE:        LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D06 PROJECT TYPE PROFILE
INPUT CODING INSTRUCTIONS

The D06 profile defines the Project Type and the associated title for project reporting purposes. This profile is agency defined. Examples of project types are:

■ **Capital Projects**   Larger projects normally funded internally, although funding may also be from outside sources.

■ **Interagency Agreements**   Agreements for one agency to provide services to another agency within the government. The services may or may not be reimbursable.

■ **External Projects**   Projects typically funded by sources external to the users.

■ **Other Projects**   Not classified as one of the above types.

Control Key

■ **Agency**   Enter three-character agency code, which must exist in the D02 Agency profile.

■ **Project Type**   Enter a one-character project type code.

Information Elements

■ **Title**   Enter up to a 40-character project type title.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD06 2.0                      R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                      PROJECT TYPE PROFILE                       FACS


          AGENCY:         (MUST BE IN D02 AGENCY PROFILE)

  PROJECT TYPE:

          TITLE:









                                                        STATUS CODE: A
   EFF START DATE:           EFF END DATE:           LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D07 GAAP GL SUBCLASS PROFILE
INPUT CODING INSTRUCTIONS

The D07 GAAP GL Subclass provides a roll up or grouping of Comptroller General Ledger Accounts to meet systemwide GAAP basis financial reporting requirements. This element identifies the line items on the Combining Balance Sheet and the Comprehensive Annual Financial Report.

Control Key

■ **GAAP GL Subclass**   Enter the four-digit GAAP GL Subclass code.

Information Elements

■ **Title**   Enter up to a 40-character GAAP General Ledger Subclass title.

■ **GAAP GL Class**   Enter the three-digit GAAP GL Class. When entered, it must exist in D14 GAAP GL Account Class profile.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD07 2.0                      R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                   GAAP GL SUBCLASS PROFILE                       FACS


            GAAP GL SUBCLASS:

                    TITLE:

            GAAP GL CLASS:     (MUST BE IN D14 GAAP GL ACCOUNT CLASS PROFILE)




                                                    STATUS CODE: A
 EFF START DATE:            EFF END DATE:        LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D08 GAAP SOURCE/OBJECT PROFILE
INPUT CODING INSTRUCTIONS

The D08 profile contains the GAAP Source/Object number, associated title and related GAAP category information. The GAAP Source/object provides a roll up or grouping of GAAP Subclass which in turn provides a roll up or grouping of comptroller objects in order to meet GAAP basis financial reporting requirements. GAAP source refers to revenue object groupings, where GAAP object refers to expenditure object groupings.

Control Key

■ **GAAP**　　　Enter the four-digit GAAP Source/Object code. This element is used to
　 Source/Obj　prepare GAAP financial statements. The GAAP Subclass profile (D65),
　　　　　　　　identifies which GAAP Source/Object the GAAP Subclass looks up. The
　　　　　　　　GAAP Source/Object identifies which GAAP Category (D16) the GAAP
　　　　　　　　Source/Object looks up. Examples of GAAP Source/Objects within the
　　　　　　　　GAAP Category (D16) profile are:

GAAP Source/Obj (D08)	In GAAP Category (D16)
1010 — Taxes	01
1050 — From Licenses and Permits	01
1070 — Miscellaneous	01
1100 — Current	02
1200 — Capital Outlay	02
1250 — Tax Expenditures	02
1410 — Bond Principal Retirement	03
1430 — Capital Lease Payments	03

Information Elements

■ **Title**　　　　Enter up to a 50-character GAAP Source/Object title.

■ **By Function**　Enter the one-character by Function indicator as follows:
　　　　　　　　Y — Yes
　　　　　　　　N — No
　　　　　　　　The purpose of the By Function Indicator is to determine whether or not
　　　　　　　　the object should be grouped by function for annual financial reporting
　　　　　　　　purposes. For example, if an agency reported a comptroller object code for
　　　　　　　　Base Salary, it would be reported as a General Government Expenditure
　　　　　　　　(by function) on the Annual Financial Report; a comptroller object for

State of Michigan, Version 2.0

motorized vehicles would be reported as a capital outlay (not by function). In the first example, the by function indicator would be yes, and in the second it would be no.

■ **GAAP Category**   Enter a two-digit GAAP category. When entered, must exist in D16 GAAP Category profile. The GAAP categories are a grouping of GAAP Source/Objects.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD08 2.0                    R★STARS ACCOUNTING        08/15/94 12:00 PM
LINK TO:                  GAAP SOURCE/OBJECT PROFILE                FACS


          GAAP SOURCE/OBJ:
                  TITLE:
             BY FUNCTION:    (Y OR N)

           GAAP CATEGORY:    (MUST BE IN D16 GAAP CATEGORY PROFILE)







                                          STATUS CODE: A
  EFF START DATE:           EFF END DATE:           LAST PROC DATE:

                    State of Michigan, Version 2.0

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

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R★STARS

Page: **5.5-22**

Revised: **August 1, 2002**

Data Entry Guide

Descriptive Profile Maintenance

D09 COMPTROLLER SOURCE/GROUP PROFILE
INPUT CODING INSTRUCTIONS

The D09 profile provides for a systemwide roll up or grouping of comptroller objects different from the GAAP roll ups defined in the D08 profile.

Control Key

■ **Appropriation Year** Enter the two-digit appropriation year.

■ **Comptroller Source/Group** Enter the four-digit Comptroller Source/Group code.

Information Elements

■ **Title** Enter the Comptroller Source/Group title up to 40 characters.

■ **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

```
SD09 2.0                    R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                COMPTROLLER SOURCE/GROUP PROFILE                FACS


        APPROPRIATION YEAR:
 COMPTROLLER SOURCE/GROUP:

                      TITLE:












                                              STATUS CODE: A
EFF START DATE:           EFF END DATE:       LAST PROC DATE:



F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D10 COMPTROLLER OBJECT PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **Appropriation Year** Enter a two-digit appropriation year.

■ **Comptroller Object** Enter a four-digit comptroller object.

Information Elements

■ **Title** Enter up to a 40-character comptroller object title.

■ **Object** Enter the four-digit object. It must exist in D01 Object profile.

■ **Comptroller Source/Group** Enter the four-digit Comptroller Source/Group code. It must exist in D09 Comptroller Source/Group profile. This code is a means of grouping comptroller objects for systemwide reporting needs, which may be different from GAAP reporting requirements.

■ **Prop GAAP Subclass** Enter the four-digit proprietary GAAP subclass. It must exist in D65 GAAP Subclass profile. This element represents groupings of comptroller objects which will be used for GAAP reporting. The proprietary GAAP subclass must roll up to a D16 GAAP Category record with a CAFR Operating Statement Code, equal to "P."

■ **Govt GAAP Subclass** Enter the four-digit governmental GAAP subclass. It must exist in D65 GAAP Subclass profile. This element represents groupings of comptroller objects which will be used for GAAP reporting. The Governmental GAAP Subclass must roll up to a D16 GAAP Category record with a CAFR Operating Statement Code equal to "G."

■ **NACUBO Source/Object** Enter the two-digit NACUBO Source/Object. It must exist in D34 NACUBO Source/object profile. This element represents groupings of comptroller objects, which will appear as line items on the 120 Day Report. A default value of "01" will be used. **(Not used in Michigan)**

GASB 34
■ **Exp/Rev Cat**   Enter the four-character expense/revenue category that defines which revenue or expense column the comptroller object will appear on the DAFR9020 Statement of Activities (Page 1) or DAFR9030 Statement of Activities (Page 2) reports. This must exist in the D53 Titles profile a with Table ID of "GERC."

■ **Subclass**   Enter the two-character subclass, which will determine which line the comptroller object will appear on the DAFR9030 Statement of Activities (Page 2) report. This must exit in the D53 Titles profile with a Table ID of "GSCL."

■ **Rpt By Rev Type**   Enter a "Y" or "N." If "Y"es is entered and if the revenue type field on the D68 GAAP Subfund Profile is "Y", the revenue comptroller object will be reported on one of the detail lines of the DAFR9030 Statement of Activities (Page 2) report. If "N"o is entered, then the comptroller object revenue will be reported on one of the summary lines of the DAFR9030 Statement of Activities (Page 2) report (e.g., transfers).

■ **1099 Ind**   Enter a one-character 1099 Indicator as follows:
          N — Comptroller object is never 1099 reportable.
          1 Comptroller object is 1099 reportable.

          1099-MISC -values are defined in the 90 Help profile under the keyword "1099MISCBOX." -1099-INT values are defined in the 90 Help profile under the keyword -"1099INTBOX."

■ **Form**   Enter a one-character Form indicator as follows:
          I — 1099 Interest Form
          M — 1099 Miscellaneous Form.
          This field is required if the 1099 Indicator is not "N."

■ **Box No**   Enter a two-character box number; must be numeric (i.e., 01 – 99).

■ **Object Type**   Enter the one-character Object Type indicator as follows:
          E — Expenditure
          R — Revenue
          S — Statistic
          T — Transfer
          O — Other

■ **Transfer Type**   Enter a one-character transfer type code, which must be defined in D53

Titles profile with Table ID of "TRTY." **This element is currently not being used in Michigan. Enter a value of <u>A</u>.**

■ **C/I Ind**   **(Not used in Michigan)**

■ **Tax Withholding**   Enter a "Y" or leave blank to specify which comptroller objects will be subjected to the taxable travel evaluation process. This field is used for both Enhanced Travel A and Enhanced Travel B processing.

■ **Prop GAAP Category**   This is a system generated field.

■ **Govt GAAP Category**   This is a system generated field.

■ **Prop GAAP Source/Object**   This is a system generated field.

■ **Govt GAAP Source/Object**   This is a system generated field.

■ **NACUBO CAT**   This is a system generated field. **(Not used in Michigan)**

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

R★STARS

Data Entry Guide
Descriptive Profile Maintenance

```
SD10 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  07/24/02 09:28 AM
LINK TO:                 COMPTROLLER OBJECT PROFILE                      PROD


         APPROPRIATION YEAR:
         COMPTROLLER OBJECT:
                      TITLE:
                     OBJECT:      (MUST BE IN D01 OBJ PROFILE)
   COMPTROLLER SOURCE/GROUP:      (MUST BE IN D09 COMP SOURCE GROUP PROFILE)
         PROP GAAP SUBCLASS:      (MUST BE IN D65 GAAP SUBCLASS PROFILE)
         GOVT GAAP SUBCLASS:      (MUST BE IN D65 GAAP SUBCLASS PROFILE)
        NACUBO SOURCE/OBJECT:     (MUST BE IN D34 NACUBO SOURCE/OBJ PROFILE)
      GASB 34:  EXP/REV CAT:      SUBCLASS:     RPT BY REV TYPE:
 IRS:1099 IND        FORM:         BOX NO:
                OBJECT TYPE:      (E=EXP, R=REV, S=STAT, T=TRANS, O=OTHER)
 TRANSFER TYP:      C/I IND:      (C=CAP,I=INV,M=MAINT,BLANK=N/A)
           TAX WITHHOLDING:
         PROP GAAP CATEGORY:            GOVT GAAP CATEGORY:
   PROP GAAP SOURCE/OBJECT:       GOVT GAAP SOURCE/OBJECT:
                NACUBO CAT:                        STATUS CODE: A
  EFF START DATE: 07242002   EFF END DATE:          LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

State of Michigan, Version 2.0

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R★STARS

Page: **5.5-28**

Revised: **August 1, 2002**

Data Entry Guide

Descriptive Profile Maintenance

D11 AGENCY OBJECT PROFILE
INPUT CODING INSTRUCTIONS

The D11 Agency Object profile contains all of the valid agency object codes and their titles. Agency objects can be established at the same level of detail, a more detailed level or at a higher level (less detail) than the comptroller object. If established at a higher level, both the agency and comptroller object are required when entering a transaction, otherwise the agency object can look-up the comptroller object. Regardless of whether the agency object is at the same, higher, or lower level than the comptroller object, an alternate grouping of agency objects is also available through the agency object group. Agency object group is inferred by the agency object.

Control Key

■ **Agency**   Enter the three-character agency code, which must exist in the D02 Agency profile.

■ **Appropriation** Enter a two-digit appropriation year.
    Year

■ **Agency Object** Enter the four-digit agency object code. If the agency object is at an equivalent level to the comptroller object, it is recommended that the agency object value be the same as the comptroller object.

Information Elements

■ **Title**   Enter up to a 40-character agency object title.

■ **Desc 1**   Enter up to a 60-character description.

■ **Desc 2**   Enter up to a 60-character description.

■ **Agency Object** Enter the related two-character agency object group code or leave blank.
    Group   If entered, it must exist in the D25 Agency Object Group profile.

■ **Comptroller**   Enter the related comptroller object code or leave blank. If the Agency
   Object   object is at a lower level of detail or an equivalent level to the comptroller
   object, it should be coded. If the agency object is at a higher level then the
   comptroller object, it must be left blank, keeping in mind that it will then
   need to be entered during transaction entry, along with the Agency object.
   If entered, it must exist in the D10 Comptroller Object profile. If the
   COMP-OBJ-REQD-IND on the 25 Agency Control profile is "Y", this
   field is required.

■ **Object Type**   Enter the one-character object type indicator as follows:
   E — Expenditure
   R — Revenue
   S — Statistic
   T — Transfer
   O — Other
   This code will be system generated if it is left blank and a comptroller
   object is entered. If both object type and comptroller object are entered,
   the object type must equal the object type of the comptroller object in the
   D10 Comptroller Object profile.

■ **C/I Ind**   Enter a one-character Capitalized/Inventoried indicator as follows:
   C — Capitalized properties which are recorded as fixed assets in the
     general ledger based on the capitalization policy.
   I — Inventoried items which do not meet the capitalization policy,
     yet are "liftable" in nature, such as calculators or cameras.
   M — Maintenance objects are expenditure transactions associated
     with a fixed asset.
   Blank — Not associated with a fixed asset.

■ **Status Code**   Enter a one-character status code as follows:
   A — Active
   I — Inactive
   This code will default to an active status if not entered. It may be used to
   inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which
   identifies when the record becomes effective. This field can be left blank,
   which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which
   identifies when the record is no longer effective. This field can be left
   blank.

■ **Last Proc Date**   This is system generated.

```
SD11 VER 2.0                  R★STARS ACCOUNTING              08/15/94 12:00 PM
 LINK TO:                     AGENCY OBJECT PROFILE                         FACS

                    AGENCY:      (MUST BE IN D02 AGENCY PROFILE)
          APPROPRIATION YEAR:
               AGENCY OBJECT:
                       TITLE:
         DESC 1:
         DESC 2:
         AGENCY OBJECT GROUP:     (BLANK OR MUST BE IN D25 AGENCY OBJECT GROUP)
          COMPTROLLER OBJECT:     (BLANK OR MUST BE IN D10)
                 OBJECT TYPE:     (E=EXP,R=REV,S=STAT,T=TRANS,O=OTHER)
                     C/I IND:     (C=CAPITALIZE,I=INVENTORY,M=MAINT,BLANK=N/A)
         PROP GAAP CATEGORY:          GOVT GAAP CATEGORY:
 PROP GAAP SOURCE/OBJECT:         GOVT GAAP SOURCE/OBJECT:
        PROP GAAP SUBCLASS:          GOVT GAAP SUBCLASS:
         COMP SOURCE/GROUP:
           NACUBO CATEGORY:
          NACUBO SOURCE/OBJ:
                                                        STATUS CODE: A
  EFF START DATE:          EFF END DATE:          LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D12 AGENCY GROUP PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **Agency Group** Enter a two-digit agency group code. Agency group is a grouping of agencies. The purpose of this element is to classify similar agencies into one group for reporting. Examples are:

— A university system consisting of multiple parts, each identified with a separate agency code.

— A state's criminal justice department consisting of several smaller departments or agencies.

— Department of Human Resources.

Information Elements

■ **Title** Enter up to a 40-character agency group title.

■ **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

```
SD12 2.0                      R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                    AGENCY GROUP PROFILE                         FACS


            AGENCY GROUP:

                  TITLE:

















                                                      STATUS CODE: A
 EFF START DATE:           EFF END DATE:           LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D13 GAAP GL ACCOUNT CATEGORY PROFILE
INPUT CODING INSTRUCTIONS

The D13 GAAP GL Account Category provides a roll up or grouping of GAAP GL Account classes to meet systemwide GAAP basis financial reporting requirements.

Control Key

■ **GAAP GL Account Category**   Enter the two-digit GAAP General Ledger Account Category code. Examples are:

01 — Assets and Other Debits
02 — Liabilities and Other Credits
03 — Fund Equity

Information Elements

■ **Title**   Enter up to a 40-character GAAP general ledger account category title.

■ **CAFR Type Ind**   Enter a one-character CAFR type indicator as follows:
A — Asset
E — Equity
L — Liability
S — Statistic
This element provides a means to download the information to the Comprehensive Annual Financial Reporting (CAFR) software, Pyramid, if implemented.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

```
SD13 2.0                    R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:              GAAP GL ACCOUNT CATEGORY PROFILE                   FACS


   GAAP GL ACCOUNT CATEGORY:

                    TITLE:

              CAFR TYPE IND:   (A=ASSET, E=EQUITY, L=LIABILITY, S=STATISTIC)






                                                    STATUS CODE: A
 EFF START DATE:          EFF END DATE:          LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

Reissue Date: **November 1, 1997**

Revised: **August 1, 2002**

R★STARS

Data Entry Guide
Descriptive Profile Maintenance

Page: **5.5-35**

D14 GAAP GL ACCOUNT CLASS PROFILE
INPUT CODING INSTRUCTIONS

The D14 GAAP GL Account Class provides a roll up or grouping of GAAP GL Subclass Accounts to meet systemwide GAAP basis financial reporting requirements. This element identifies the line items on the Combined Balance Sheet.

Control Key

■ **GAAP GL**   Enter the three-digit GAAP general ledger account class code. Examples
Account Class   are:

010 — Cash
020 — Equity in Common Cash
025 — Clearing For Cash Transfers
040 — Amounts Due From Other Funds - Current
050 — Amounts Due From Component Units - Current
140 — Other Current Assets
280 — Amounts Due From Federal Agencies – Long-Term
320 — Capital Assets
520 — Accounts Payable and Other Liabilities – Current
540 — Amounts Due To Other Funds - Current
600 — Bonds and Notes Payable - Current
750 — Advances From Component Units – Long-Term
800 — Bonds and Notes Payable Long-Term
810 — Noncurrent Portion of Other L/T Obligati
910 — Investment in General Fixed Assets
940 — Reserved Retained Earnings

Information Elements

■ **Title**   Enter up to a 40-character GAAP general ledger account class title.

■ **Additional**   Enter additional text up to 40-characters. This element provides for an
Text   additional line that does not have financial information, such as headings. This element is necessary for the downloading of information to the CAFR software, Pyramid.

■ **GAAP GL**   Enter the two-digit category. When entered, it must exist in D13 GAAP
   Account   GL Account Category profile. The values are:
   Category   **01** — Assets and Other Debits
                    02 — Liabilities and Other Credits
                    03 — Fund Equity

■ **Status Code**   Enter a one-character status code as follows:
                    A — Active
                    I — Inactive
                    This code will default to an active status if not entered. It may be used to
                    inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which
                    identifies when the record becomes effective. This field can be left blank,
                    which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which
                    identifies when the record is no longer effective. This field can be left
                    blank.

■ **Last Proc Date**   This is system generated.

```
SD14 2.0                     R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:              GAAP GL ACCOUNT CLASS PROFILE                     FACS


          GAAP GL ACCOUNT CLASS:

                      TITLE:
              ADDITIONAL TEXT:

    GAAP GL ACCOUNT CATEGORY:     (MUST BE IN D13 GAAP GL ACCT CAT PROFILE)




                                                      STATUS CODE: A
  EFF START DATE:            EFF END DATE:        LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D15 APPROPRIATION GROUP PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

Control Key

■ **Approp Group**   Enter the two-digit appropriation group. This element is used for customized or ad hoc reports at each installation.

Information Elements

■ **Title**   Enter up to a 40-character appropriation group title.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD15 2.0                      R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                  APPROPRIATION GROUP PROFILE                      FACS


            APPROP GROUP:

                TITLE:







                                                      STATUS CODE: A
  EFF START DATE:            EFF END DATE:        LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D16 GAAP CATEGORY PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **GAAP Category**   Enter the two-digit GAAP Category code. This is a grouping of GAAP Source/Objects. It is the highest level of the object structure required for GAAP reporting.

Information Elements

■ **Title**   Enter up to a 40-character GAAP category title.

■ **CAFR Type**   Enter the one-character CAFR type code as follows:
   E — Expense or Operating Expense
   R — Revenue or Operating Revenue
   N — Other Financing Sources (Uses) or Non Operating Revenues (Expenses)
   O — Transfers & Extra Ordinary Items (Proprietary Only)
   This element provides for the downloading of information to the CAFR software, Pyramid, if implemented.

■ **CAFR Oper Stat**   Enter the one-character CAFR operating statement code as follows:
   G — Governmental
   P — Proprietary
   S — Statistic
   This element tells the CAFR software, Pyramid, which operating statement to report the downloaded revenue or expenditure information. Statistics will not appear in either operating statement.

■ **Status Code**   Enter a one-character status code as follows:
   A — Active
   I — Inactive
   This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

```
SD16 2.0                    R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                    GAAP CATEGORY PROFILE                         FACS


                 GAAP CATEGORY:
                        TITLE:
                    CAFR TYPE:  (R = REVENUE OR NONOPERATING REVENUE,
                                 E = EXPENDITURE OR NONOPERATING EXPENSE,
                                 N = OTHER FINANCIAL SOURCES {USES} OR
                                     NONOPERATING REVENUES {EXPENSES}
                                 O = TRANSFERS AND EXTRA ORDINARY ITEMS
                                     {PROPRIETARY ONLY})
                CAFR OPER STAT:  (G = GOVERNMENTAL, P = PROPRIETARY,
                                  S = STATISTIC)




                                               STATUS CODE: A
EFF START DATE:              EFF END DATE:       LAST PROC DATE:



F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D19 PCA GROUP PROFILE
INPUT CODING INSTRUCTIONS

The PCA Group code is used to group an agency's PCAs for reporting purposes. This profile is optional for each agency.

Control Key

■ **Agency** Enter the three-character agency code, which must exist in the D02 Agency profile.

■ **PCA Group** Enter the five-digit PCA group code. This is a grouping of PCA codes. For example, it might be used for grouping all of an agency's administrative PCAs together for reporting purposes.

Information Elements

■ **Title** Enter up to a 50-character PCA Group title.

■ **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

R★STARS

```
SD19 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                       PCA GROUP PROFILE                        FACS



             AGENCY:              (MUST BE IN D02 AGENCY PROFILE)

          PCA GROUP:

             TITLE:




                                                        STATUS CODE: A
EFF START DATE:           EFF END DATE:          LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D20 GAAP FUND GROUP PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **GAAP Fund Group** Enter the two-digit GAAP fund group code. This element represents the "fund categories" shown in the GASB Codification. Each GAAP Fund Type will be assigned to a GAAP Fund Group. The values are:
01 — Governmental
02 — Proprietary
03 — Fiduciary
04 — GASB 34 Fund Accounts
05 — Colleges and Universities
06 — Agency-No FYE Reporting

Information Elements

■ **Title** Enter up to a 40-character GAAP fund group title.

■ **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

```
SD20 2.0                    R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                  GAAP FUND GROUP PROFILE                       FACS



             GAAP FUND GROUP:

                       TITLE:









                                             STATUS CODE: A
   EFF START DATE:          EFF END DATE:        LAST PROC DATE:



 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D21 GAAP FUND TYPE PROFILE
INPUT CODING INSTRUCTIONS

The D21 GAAP Fund Type profile identifies all the types of funds and groups of accounts as specified by the National Council on Governmental Accounting (NCGA). The profile includes the titles used to accumulate funds for GAAP reporting. Additional data includes the transaction codes used to close both debit and credit balances for each GAAP Fund Type, as well as the appropriate equity General Ledger Account for closing nominal accounts at year end.

Control Key

■ **GAAP Fund Type**   Enter the two-digit GAAP fund type code. Examples are:

> **01** — General
> **02** — Special Revenue
> **03** — Debt Service
> **04** — Capital Projects
> **05** — Enterprise
> **06** — Internal Service
> **07** — Expendable Trust
> **08** — Private Purpose Trust
> **09** — Pension Trust
> **10** — Agency
> **11** — GASB 34 Fund Accounts
> **12** — General Long Term Debt Account Group
> **13** — Colleges and Universities*

> *Note: Although this is not a major fund type account group of the Codification, it is the means for rolling college and university information together for discrete presentations of colleges and universities in the Annual Financial Report.

Information Elements

■ **Title**   Enter up to a 40-character GAAP fund type title.

■ **GAAP Fund Group**   Enter the two-digit GAAP fund group code. It must exist in D20 GAAP Fund Group profile. Examples are:

01 — Governmental
02 — Proprietary
03 — Fiduciary
04 — GASB 34 Fund Accounts
05 — Colleges and Universities

■ **Close Debit TC**   Enter the three-digit close debit transaction code, which must exist in the 28A Transaction Code Decision profile. This TC is used by the year end closing module.

■ **Close Credit TC**   Enter the three-digit close credit transaction code, which must exist in the 28A Transaction Code Decision profile. This TC is used by the year end closing module.

■ **Fund Balance GL**   Enter the four-digit fund balance General Ledger, which must exist in the D31 General Ledger Account profile. All nominal account balances are closed and transferred to this account at year end by the year end closing module.

■ **CAFR Fund Type**   Enter the seven-character CAFR fund type code as follows:
GENERAL — General
SPECREV — Special Revenue
DEBTSRV — Debt Service
CAPPROJ — Capital Project
ENTPRSE — Enterprise
INTRSER — Internal Service
FIDUCIR — Fiduciary
PENSION — Pension
COMPPRP — Component Unit Proprietary
COMPGOV — Component Unit Governmental
This element is used for downloading the information to the CAFR Pyramid software if implemented.

■ **CAFR Oper Stat**   Enter the one-character CAFR operating statement code as follows:
G — Governmental
P — Proprietary
H — Higher Education
A — Agency
This element determines which operating statement the GAAP fund type appears in the CAFR Pyramid software. For example if "G" is selected,

State of Michigan, Version 2.0

the information will be downloaded. If the value selected is "A", the information is not downloaded to an operating statement.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
 SD21 VER 2.0                  R★STARS ACCOUNTING           08/15/94 12:00 PM
 LINK TO:                   GAAP FUND TYPE PROFILE                      FACS


          GAAP FUND TYPE:
                  TITLE:
         GAAP FUND GROUP:        (MUST BE IN D20 FUND GAAP GROUP PROFILE)
          CLOSE DEBIT TC:        (TRANS CODE FOR CLOSING DEBIT BALANCE,
                                  NOMINAL ACCOUNTS TO FUND BALANCE, OR
                                  RETAINED EARNINGS; MUST BE IN 28 TC PROFILE)
         CLOSE CREDIT TC:        (TRANS CODE FOR CLOSING CREDIT BALANCE,
                                  NOMINAL ACCOUNTS TO FUND BALANCE, OR
                                  RETAINED EARNINGS; MUST BE IN 28 TC PROFILE)
         FUND BALANCE GL:        (GL ACCOUNT NUMBER FOR THE EQUITY
                                  ACCOUNTS MUST BE IN D31)
          CAFR FUND TYPE:        (GENERAL, SPECREV, DEBTSRV, CAPPROJ, ENTPRSE,
                                  INTSER, FIDUCIR, PENSION, COMPPRP, COMPGOV)
          CAFR OPER STAT:        (G = GOVERNMENTAL, P = PROPRIETARY,
                                  H = HIGHER EDUCATION, A = AGENCY)
                                                    STATUS CODE: A
  EFF START DATE:           EFF END DATE:           LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D22 APPROPRIATED FUND PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **Appropriated**   Enter the four-digit appropriated fund code.
   Fund

Information Elements

■ **Title**   Enter up to a 40-character appropriated fund title.

■ **Report Route**   Enter the three-character report route agency. It must be "000" or exist in
   Agency   the D02 Agency profile. The report route agency is used to distribute
                   fund-based reports such as trial balances which do not sort on agency.

Cash Control

■ **Type**   Enter the one-digit Cash Control Type indicator as follows:
               0 — No Cash Control
               1 — Absolute Cash Control
               2 — Advisory Cash Control
               This element determines the severity of the cash control edits.

■ **Level**   Enter the one-digit Cash Control Level indicator as follows:
               0 — Do Not Control by Appropriated Fund
               1 — Control by Appropriated Fund
               This element determines if this Appropriated Fund will be subject to cash
               control.

Cash Balance Disposition

■ **Ind**   Enter the one-character Cash Disposition indicator as follows:
               Y — Yes
               N — No
               If Y is selected, the cash balance for this fund will be transferred to the
               fund listed below at year end.

■ **Appropriated Fund**   Enter the four-digit appropriated fund. If entered it must exist in D22 Appropriated Fund profile. Designates the receiving fund at year end when balances are transferred. If the Cash Disposition indicator is "N" then this field must be left blank.

■ **%/Amt**   Enter up to 11-digit %/amount code. One decimal point is optional. Designates the amount or percent of fund balance to be transferred at year end. If the Cash Disposition indicator is "N" then this field must be left blank.

■ **Description**   Enter up to a 40-character cash balance disposition description.

■ **CC Org Level Ind**   Enter the one-digit cash control organization level indicator as follows:
0 — Do Not Post Agency
1 — Post Agency
This indicator determines whether the agency is posted to the Cash Control Financial Table.

■ **Depository Interest Ind**   Enter the one-character Depository Interest indicator as follows:
Y — Yes
N — No
This indicator identifies those funds that are eligible for depository interest.

■ **Status Code**   This element is required. Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD22 2.0                      R★STARS ACCOUNTING           08/15/94 12:00 PM
LINK TO:                   APPROPRIATED FUND PROFILE                     FACS


          APPROPRIATED FUND:
                    TITLE:

      REPORT ROUTE AGENCY:       (DEFAULT AGENCY TO ROUTE FUND BASED REPORTS;
                                  MUST BE 000 OR IN D02 AGENCY PROFILE)
            CASH CONTROL-
                     TYPE:       (0=NO, 1=ABSOLUTE, 2=ADVISORY)
                    LEVEL:       (0=DO NOT CONTROL BY APPR FUND,
                                  1=CONTROL BY APPR FUND)

CASH BALANCE DISP -  IND:    APPROPRIATED FUND:    %/AMT:
            DESCRIPTION:
        CC ORG LEVEL IND:          (0=DO NOT POST AGENCY, 1=POST AGENCY)
 DEPOSITORY INTEREST IND:
                                                   STATUS CODE: A
 EFF START DATE: 07131993   EFF END DATE:          LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D23 FUND PROFILE
INPUT CODING INSTRUCTIONS

The D23 fund profile is the lowest level in the hierarchy for fund reporting purposes. The profile also includes indicators that enable agencies to choose the level of fund at which Appropriations, Agency Budgets and Cash Control are recorded. It is a required profile because all data must be entered at the fund level for GAAP reporting. It infers the GAAP Subfund and two state fund profiles - Appropriated fund and State fund group.

Control Key

■ **Agency**   Enter the three-character agency code, which must exist in the D02 Agency profile.

■ **Fiscal Year**   Enter a two-digit fiscal year.

■ **Fund**   Enter the four-digit fund code. It must be greater than "0000". This is the lowest level in the fund structure.

Information Elements

■ **Title**   Enter up to a 40-character fund title.

■ **Appropriated Fund**   Enter the four-digit appropriated fund code, which must exist in D22 Appropriated Fund profile. These funds are established for the purpose of accounting for specific activities or the attainment of certain objectives in accordance with legislative acts, special regulations, restrictions or limitations.

■ **GAAP Subfund**   Enter the four-digit GAAP subfund code, which must exist in D68 GAAP Subfund profile. This element will be used for GAAP reporting.

■ **State Fund Group**   Enter the four-digit State Fund Group, which must exist in the D39 State Fund Group profile.

■ **Local Fund Ind** Enter the one-character local fund indicator as follows:
             Y — Yes, this is a local fund (not in the State Treasury)
             N — No, this is not a local fund (in the State Treasury)
             This indicates if the fund is a local fund.

■ **Financing Source**   Enter a two-character financing source, which must exist in the D53 Titles profile with Table ID of "FINS." This element identifies the financing source of the revenue.

■ **Financing Type**   Enter a two-character financing type, which must exist in the D53 Titles profile with Table ID of "FINT." This element identifies the type of financing.

Fund Control Levels

Enter a one-character indicator which defines the level of fund control for the following Financial Tables. The valid values include:

■ **0** — None
■ **1** — Appropriated Fund
■ **2** — Fund

The Financial Tables that are controlled include:

■ Appropriation
■ Agency Budget
■ Cash Control

This indicator determines whether no Fund, the Appropriated Fund, or the Fund is posted to the control key of the Financial Table. For example, if a value of "1" is coded for each Financial Table, the appropriated fund is posted to the control key of each of the financial tables. The Cash Control Fund Level must be "2" if the Local Fund Ind is set to "Y."

Cash Balance Disposition

■ **IND**   Enter the Cash Balance Disposition indicator as follows:
          Y — Yes
          N — No
          If "Yes,", the user does not intend to keep the money in the fund at the end of the year, the user must list the fund, then put in the amount and percent. If "No," the user intends to keep the money in the fund at the end of the year.

■ **Fund**   Enter a four-digit fund code, which must exist in D23 Fund profile, if the Cash Balance Disposition indicator is set to "Y." If the Cash Balance Disposition indicator is set to "N" this field must be left blank.

■ **%/Amt** Enter either a numeric % or an amount up to eleven digits, if the Cash Balance Disposition indicator is set to "Y." If the Cash Balance Disposition indicator is "N" then this field must be left blank.

■ **Description** Enter up to a 40-character cash balance disposition description.

Other Fields

■ **CC Org Level Ind** Enter a one-digit Cash Control Organization Level indicator as follows:
0 — Do Not Post Agency
1 — Post Agency
CC org level indicator identifies whether the agency code is posted to the Cash Control Financial Table. A value of "0" means no agency code is posted to the control key of Cash Control Financial Table; whereas a value of "1" means the agency code is posted to the control key of the Cash Control Financial Table. This must agree to the CC org Level on D22 Appropriated Fund profile. Additionally, if the Fund Control Level above is set to "2"-Fund, the CC Org Level Ind must be "1"-Post Agency.

The General fund is controlled without regard to agency.

■ **Depository Interest Ind** Enter a one-character depository interest code as follows:
Y — Yes, eligible to receive Depository Interest
N — No, not eligible to receive Depository Interest

■ **Deposit Agency** Enter a three-character depository agency code

■ **Deposit Fund** Enter a four-digit depository fund code.

The Deposit Agency and Fund must be entered if the Depository Interest Indicator is set to "N," and blank if it is set to "Y." The Deposit Agency/Fund must exist in the D23 Fund profile.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to
inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which
identifies when the record becomes effective. This field can be left blank,
which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which
identifies when the record is no longer effective. This field can be left
blank.

■ **Last Proc Date**   This is system generated.

```
SD23 VER 2.0                 R★STARS ACCOUNTING              08/15/94 12:00 PM
 LINK TO:    FUND PROFILE                                                  FACS
                 AGENCY:        FISCAL YEAR:        FUND:
                  TITLE:
       APPROPRIATED FUND:          (MUST BE IN D22 APPROP FUND PROFILE)
            GAAP SUBFUND:          (MUST BE IN D68 GAAP SUBFUND PROFILE)
        STATE FUND GROUP:          (MUST BE IN D39 STATE FUND PROFILE)
          LOCAL FUND IND:
        FINANCING SOURCE:     FINANCING TYPE:
            FUND LEVELS DETERMINE THE LEVEL OF CONTROL FOR THE FOLLOWING
                 (0=NONE, 1=APPROPRIATED FUND, 2=FUND):
           APPROPRIATION:     AGENCY BUDGET:    CASH CONTROL:
 CASH BALANCE DISP -  IND:         FUND:         %/AMT:
             DESCRIPTION:
        CC ORG LEVEL IND:          (0=DO NOT POST AGENCY, 1=POST AGENCY)
   DEPOSIT INTEREST - IND:      AGENCY:           FUND:
         GAAP FUND GROUP:       (SYSTEM GENERATED)
          GAAP FUND TYPE:       (SYSTEM GENERATED)
               GAAP FUND:       (SYSTEM GENERATED)    STATUS CODE: A
 EFF START DATE:            EFF END DATE:          LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D24 GAAP FUND PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **GAAP Fund**   Enter the four-digit GAAP fund code. This element will be used to prepare GAAP financial statements. Examples are:

0001 — General Fund
0002 — Transportation Related
0003 — Conservation and Recreation Related
0004 — Regulatory and Administrative Related
0005 — Other Special Revenue Funds
0006 — Debt Service
0020 — Capital Projects
0025 — Permanent Funds
0030 — Enterprise Funds
0040 — Internal Service
0050 — Expendable Trust
0060 — Private Purpose Trust
0070 — Pension Trust
0080 — Agency
0090 — GASB 34 Fund Accounts

Information Elements

■ **Title**   Enter up to a 40-character GAAP fund title.

■ **GAAP Fund**   Enter the two-digit GAAP fund type code. It must be in D21 GAAP Fund
Type   Type profile. This element refers to the major fund types and account groups set forth in the <u>Codification of Governmental Accounting and Financial Reporting</u>.

■ **CAFR File ID**   Enter a seven-character CAFR file ID that does not contain commas, question marks, asterisks or spaces. It is used to download information to the CAFR Pyramid system if implemented.

State of Michigan, Version 2.0

■ **Budgeted Fund**   Enter the one-character budgeted fund indicator as follows:
   Ind   **Y** — Yes, this GAAP Fund should appear on the GAAP Budgeted versus
                   Actual Financial Statement.
         N — No, this GAAP Fund will not appear on the Budgeted versus Actual
                   report.

■ **GAAP Fund**   This is system generated.
   Group

■ **Status Code**   Enter a one-character status code as follows:
         A — Active
         I — Inactive
         This code will default to an active status if not entered. It may be used to
         inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which
         identifies when the record becomes effective. This field can be left blank,
         which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which
         identifies when the record is no longer effective. This field can be left
         blank.

■ **Last Proc Date**   This is system generated.

```
SD24 2.0                      R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                        GAAP FUND PROFILE                        FACS



              GAAP FUND:

                  TITLE:

         GAAP FUND TYPE:     (MUST BE IN D21 GAAP FUND TYPE PROFILE)

           CAFR FILE ID:          (,,"" ?, *, AND SPACES NOT ALLOWED)

      BUDGETED FUND IND:     (Y OR N)

        GAAP FUND GROUP:     (SYSTEM GENERATED)


                                                    STATUS CODE: A
 EFF START DATE: 01301991    EFF END DATE:          LAST PROC DATE:



F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

Reissue Date: **November 1, 1997**

Revised: **August 1, 2002**

R★STARS

Data Entry Guide

Descriptive Profile Maintenance

Page: **5.5-57**

D25 AGENCY OBJECT GROUP PROFILE
INPUT CODING INSTRUCTIONS

The D25 Agency Object Group profile establishes the Agency Object Group and the associated title for agency budgeting and reporting. This is an agency optional profile which may be used to group similar agency objects. Typically it is used to provide a grouping of objects different from the Comptroller Objects.

Control Key

■ **Agency** Enter the three-character agency code, which must exist in the D02 Agency profile.

■ **Agency Object Group** Enter a two-digit agency object group code.

Information Elements

■ **Title** Enter up to a 40-character agency object group title.

■ **Status Code** Enter a one-character status code.

This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

```
SD25 2.0                      R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                   AGENCY OBJECT GROUP PROFILE                     FACS


                      AGENCY:      (MUST BE IN D02 AGENCY PROFILE)

           AGENCY OBJECT GROUP:

                       TITLE:






                                                    STATUS CODE: A
 EFF START DATE:            EFF END DATE:         LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D26 AGENCY CODE 1 PROFILE
INPUT CODING INSTRUCTIONS

The D26 Agency Code 1 profile is an agency defined field which can be used for any coding purpose. Agency codes may be inferred from either Index or PCA or may be entered on the transaction.

Control Key

■ **Agency**　　　　Enter the three-character agency code, which must exist in the D02 Agency profile.

■ **Agency Code 1**　Enter up to four-digit agency code 1.

Notepad

■ **The Note Indicator**　By typing "NOTE" in the "link to" field and selecting the F9 interrupt key, a note may be typed for a particular profile. The NOTE indicator identifies whether:
Y — Yes, a note is tied to the profile, or
N — No, a note is not tied to the profile.

Information Elements

■ **Title**　　　　Enter up to a 40-character agency code 1 title.

■ **Status Code**　Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**　Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**　Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**　This is system generated.

```
SD26 VER 2.0                  R*STARS ACCOUNTING           08/15/94 12:00 PM
LINK TO:                    AGENCY CODE 1 PROFILE                      FACS
                                                              NOTE:


           AGENCY:      (MUST BE IN D02 AGENCY PROFILE)

    AGENCY CODE 1:

          TITLE:




                                              STATUS CODE: A
 EFF START DATE:          EFF END DATE:        LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

Reissue Date: **November 1, 1997**

Revised: **August 1, 2002**

R★STARS

Data Entry Guide

Descriptive Profile Maintenance

Page: **5.5-61**

D27 AGENCY CODE 2 PROFILE
INPUT CODING INSTRUCTIONS

The D27 Agency Code 2 profile is an agency defined field which can be used for any coding purpose. Agency codes may be inferred from either Index or PCA or may be entered on the transaction.

Control Key

■ **Agency**　　　　　Enter the three-character agency code, which must exist in the D02 Agency profile.

■ **Agency Code 2**　Enter up to a four-digit agency code 2.

Notepad

■ **The Note Indicator**　By typing "NOTE" in the "link to" field and selecting the F9 interrupt key, a note may be typed for a particular profile. The NOTE indicator identifies whether:
　Y — Yes, a note is tied to the profile, or
　N — No, a note is not tied to the profile.

Information Elements

■ **Title**　　　　　Enter up to a 40-character agency code 2 title.

■ **Status Code**　　Enter a one-character status code as follows:
　A — Active
　I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**　Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**　Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

```
SD27 VER 2.0                  R*STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                    AGENCY CODE 2 PROFILE                      FACS
                                                               NOTE:


             AGENCY:       (MUST BE IN D02 AGENCY PROFILE)

      AGENCY CODE 2:

             TITLE:






                                               STATUS CODE: A

 EFF START DATE:          EFF END DATE:        LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D28 GRANTOR PROFILE
INPUT CODING INSTRUCTIONS

The D28 profile defines the Grantor ID and the associated name and address for grant reporting purposes.

Control Key

- **Agency**   Enter the three-character agency code, which must exist in the D02 Agency profile.

- **ID**   Enter the 14-digit grantor identification code, which is greater than zero. The length of the grantor ID is 14 digits which enables tracking of a grantor with the same value as used for a valid vendor and mail code combination.

Information Elements

- **Name**   Enter up to a 30-character grantor name.

- **Address 1**   Enter up to a 40-character address 1.

- **Address 2**   Enter up to a 40-character or leave blank address 2.

- **Address 3**   Enter up to a 40-character or leave blank address 3.

- **City**   Enter up to a 30-character city.

- **State**   Enter up to two-character state.

- **Zip Code**   Enter up to a nine-digit zip code. The first 5 digits are required.

- **Status Code**   Enter a one-character status code as follows:
  A — Active
  I — Inactive
  This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

- **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

- **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

- **Last Proc Date** This is system generated.

```
SD28 2.0                      R★STARS ACCOUNTING           08/15/94 12:00 PM
LINK TO:                        GRANTOR PROFILE                         FACS


        AGENCY:             (MUST BE IN THE D02 AGENCY PROFILE)
            ID:

          NAME:

     ADDRESS 1:
     ADDRESS 2:
     ADDRESS 3:

          CITY:                             STATE:    ZIP CODE:




                                                 STATUS CODE: A
 EFF START DATE:            EFF END DATE:         LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D29 DEBT/INVEST PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

The D29 profile defines the Debt/Investment and the associated title.

Control Key

■ **Agency**   Enter the three-character agency code, which must exist in the D02
                     Agency profile.

■ **Debt/Invest**   Enter a nine-character debt/investment issue number code.
   Issue No

Information Elements

■ **Title**   Enter up to a 40-character Debt/Investment title.

■ **GL Bond Cat**   Enter a two-character GL bond category code. Must be in D53 Titles
                     profile with Table ID "BCAT".

■ **Bond Class**   Enter a one-character bond class code as follows:
                     T — Term
                     S — Serial

■ **Debt Type**   Enter a one-character debt/invest type code if the debt/invest indicator
                     equals D as follows:
                     G — General Obligation
                     R — Revenue
                     O — Other
                     DEBT TYPE codes are required if DEBT/INVEST IND = D. If
                     DEBT/INVEST IND = I, DEBT TYPE codes are not allowed.

■ **Debt/Invest Ind** Enter a one-character debt/invest indicator code as follows:
                     D — Debt
                     I — Investment

■ **MP Code**   Enter up to a 10-character multipurpose code or leave blank.

■ **Maturity Date** Enter the eight-digit maturity date (MMDDYYYY) or leave blank.

■ **Purchase Date** Enter the eight-digit purchase date (MMDDYYYY) or leave blank.

- **Par Value** Enter the par value in the format 99999999999.99 or leave blank. Example: Par Value of one hundred fifty five dollars and ninety five cents would be entered as 155.95.

- **Due Date** Enter the eight-digit due date (MMDDYYYY) or leave blank.

- **Purchased Discount** Enter the purchased discount in the format 99999999999.99 or leave blank.

- **Interest Rate** Enter the interest rate in the format 99.999 or leave blank.

- **Discount** Enter the discount in the format 99999999999.99 or leave blank.

- **Yield** Enter the yield in the format 99.999 or leave blank.

- **Premium** Enter the premium in the format 99999999999.99 or leave blank.

- **Interest Date** Enter the eight-digit interest date (MMDDYYYY) or leave blank.

- **Repurchased Interest** Enter the repurchased interest in the format 99999999999.99 or leave blank.

- **Investment Type** Enter a one-character investment type code or leave blank.

- **Purchased Accrued Interest** Enter the purchased accrued interest in the format 99999999999.99 or leave blank.

- **Security Type** Enter a one-character security type code.

- **Status Code** Enter a one-character status code as follows:
  A — Active
  I — Inactive
  This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

- **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

```
SD29 2.0                     R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                    DEBT/INVESTMENT PROFILE                      FACS
ACTIVE


                   AGENCY:      (MUST BE IN D02 AGENCY PROFILE)
        DEBT/INVEST ISSUE NO:
                    TITLE:
                GL BOND CAT:
                 BOND CLASS:     (T=TERM, S=SERIAL)
                  DEBT TYPE:
           DEBT/INVEST IND:     (D=DEBT OR I=INVESTMENT)
                    MPCODE:
             MATURITY DATE:
             PURCHASE DATE:                      PAR VALUE:
                  DUE DATE:            PURCHASED DISCOUNT:
             INTEREST RATE:                       DISCOUNT:
                    YIELD:                         PREMIUM:
             INTEREST DATE:        REPURCHASED INTEREST:
           INVESTMENT TYPE:   PURCHASED ACCRUED INTEREST:
             SECURITY TYPE:                              STATUS CODE:
        EFF START DATE:          EFF END DATE:        LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D31 COMPTROLLER GENERAL LEDGER ACCOUNT PROFILE INPUT CODING INSTRUCTIONS

The D31 Comptroller General Ledger Account profile identifies the Comptroller General Ledger accounts and includes the title for each account. Additionally, it indicates whether the account "normally" contains a debit or credit balance, and if the account is automatically closed at year-end.

Control Key

- **Comp GL Account**
Enter the four-digit comptroller general ledger account code. This is the lowest level of the general ledger structure for Systemwide Accounting purposes.

Information Elements

- **Title**
Enter up to a 40-character comptroller GL account title.

- **GAAP GL Subclass**
Enter the four-digit GAAP GL subclass code. It must exist in D07 GAAP GL Subclass profile. This element groups general ledger accounts. The GAAP GL Subclass appear as line items on the Combining Balance Sheets.

- **NACUBO GL Class**
Enter the two-digit NACUBO GL class code. It must exist in D46 NACUBO GL Class profile. This is used for Higher Education Institutions only. This element groups general ledger accounts. The NACUBO GL class appears as line items on the College and University Annual Financial Report (120 day report). Since the NACUBO structure will not be used upon implementation, the default value will be 01.
(Not used in Michigan)

- **Normal Balance**
Enter the one-character normal balance indicator as follows:
D — Debit
C — Credit
For example, expenditures have a normal debit balance.

- **Year End Close**
Enter the one-digit year end close indicator as follows:
0 — Memo
1 — Real account, balance <u>not</u> closed at year-end
2 — Nominal account, balance <u>is</u> closed at year-end

- **Investment**
Enter the two-character investment type code. (Optional) Examples are:

Type   **01**   — U.S. Government Securities
             02   — U.S. Government Obligations
             03   — Corporate Stock
             04   — Corporate Bonds
             05   — Political Subdivision Bonds
             06   — Real Estate and Mortgage
             07   — Miscellaneous Investments
             08   — Repurchase Agreements
             09   — Uncategorized
             Blank — Not Investment related

■ **G/L Edit Type**   Enter the one-character general ledger edit type as follows:
             S — Systemwide
             A — Agency
             D — Due To/Due From
             This edit type determines how the agency general ledger account number
             will be developed and edited. "S" indicates the Agency GL Accounts that
             have been systemwide defined and cannot be defined by the individual
             agencies. "A" indicates the Agency GL Accounts that can be established
             at the agency's discretion. If the Edit Type is "S" or "A", the Agency GL
             Acct will be defined in the D32 Agency GL Account profile. "D"
             indicates that the Agency GL Acct will identify the agency and fund for
             which amounts are due to/due from. "D" Agency GL Accounts are not
             established in the D32 profile but are edited as follows: the first three
             characters of the Agency GL is the Agency code, the fourth - seventh
             characters is the fund, and the eighth character is coded with a value of
             "0".

■ **Object Ind**   Enter the one-character object indicator as follows:
             E — Expenditures
             R — Revenues
             T — Transfers
             S — Statistics
             O — Other
             This indicator determines what type of object supports the general ledger.
             For example, the general ledger account, 3100, Realized Revenue Control
             — Cash is supported by revenues objects.

■ **GASB 9 Cash**   Enter the two-digit GASB 9 cash flow category code. If this element is not
 Flow Cat   used on a customized or ad hoc report for a particular installation, a default
             value of 01 should be used.

■ **Stmt of**   Enter the two-digit statement of changes category code.
  Changes
  Category

■ **Bank ID Ind**   Enter the one-character bank ID ind as follows:
                 Y — Yes
                 N — No
                 This indicates whether or not the accounting transactions must have a bank
                 ID.

The following elements are included in the General Ledger profile to identify valid Balance
Types (BT) in each of the primary financial tables.

■ **Appropriation** Enter the two-character appropriation indicator. Must be a specific two-
                 digit Balance Type Value and exist in D05 Balance Type profile or must
                 be coded as follows:
                 NP — No Post
                 AA — Any

■ **Agency Budget** Enter the two-character agency budget indicator. Must be a specific two-
                 digit balance type value and exist in D05 Balance Type profile or must be
                 coded as follows:
                 NP — No Post
                 AA — Any

■ **Cash Control**   Enter the two-character cash control indicator. Must be a specific two-
                 digit balance type value and exist in D05 Balance Type profile or must be
                 coded as follows:
                 NP — No Post
                 AA — Any

■ **Docmnt**   Enter the two-character document indicator. Must be a specific two-digit
                 balance type value and exist in D05 Balance Type profile or must be coded
                 as follows:
                 NP — No Post
                 AA — Any

■ **Grant**   Enter the two-character grant indicator. Must be a specific two-digit
                 balance type value and exist in D05 Balance Type profile or must be coded
                 as follows:
                 NP — No Post
                 AA — Any

■ **Proj**   Enter the two-character project indicator. Must be a specific two-digit balance type value and exist in D05 Balance Type profile or must be coded as follows:
NP — No Post
AA — Any

■ **Cash Forecast**   Enter the two-character cash forecast indicator. Must be a specific two-digit balance type value and exist in D05 Balance Type profile or must be coded as follows:
NP — No Post
AA — Any

■ **GAAP GL Category**   This is system generated.

■ **NACUBO GL Category**   This is system generated. **(Not used in Michigan)**

■ **GAAP CL Class**   This is system generated.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD31 VER 2.0                 R★STARS ACCOUNTING            08/15/94 12:00 PM
 LINK TO:           COMPTROLLER GENERAL LEDGER ACCOUNT PROFILE            FACS


       COMP GL ACCOUNT:         TITLE:
     GAAP GL SUBCLASS:        (MUST BE IN D07)
     NACUBO GL CLASS:         (MUST BE IN D46)
      NORMAL BALANCE:         (D=DEBIT, C=CREDIT)
      YEAR END CLOSE:         (0=MEMO,1=REAL NOT CLOSED,2=NOMINAL CLOSED)
      INVESTMENT TYPE:            G/L EDIT TYPE:     OBJECT IND:
 GASB 9 CASH FLOW CAT:    STMT OF CHANGES CATEGORY:    BANK ID IND:


     INDICATORS IDENTIFY VALID BALANCE TYPES (BT, FROM D05 BALANCE TYPE PROFILE)
        IN EACH FINANCIAL TABLE TO BE POSTED FOR THE GL ACCOUNT:
             APPROPRIATION:    (BT, NP=NO POST, AA=ANY)
             AGENCY BUDGET:    (BT, NP=NO POST, AA=ANY)
 CASH CONTROL:    (BT, NP=NO POST, AA=ANY)  DOCMNT:    (BT, NP=NO POST, AA=ANY)
        GRANT:    (BT, NP=NO POST, AA=ANY)    PROJ:    (BT, NP=NO POST, AA=ANY)
 CASH FORECAST:   (BT, NP=NO POST, AA=ANY) BILLING:    (BT, NP=NO POST, AA=ANY)
 GAAP GL CATEGORY:         NACUBO GL CATEGORY:
   GAAP GL CLASS:                            STATUS CODE: A
  EFF START DATE:        EFF END DATE:        LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D32 AGENCY GL ACCOUNT PROFILE
INPUT CODING INSTRUCTIONS

The D32 Agency General Ledger Account profile contains the Agency General Ledger which is a more detailed account than the Comptroller General Ledger Account. For example, a Comptroller General Ledger Account for "Taxes Receivable" may be divided into several Agency General Ledger Accounts which identify the type of tax. The profile includes titles for each Agency General Ledger Account. This profile is required for agencies using the R*STARS Fixed Asset Accounting System to define the Investment in the General Fixed Asset Account Group for the General Fixed Assets Group of Accounts. Otherwise, it is optional.

Control Key

■ **Agency**　　　Enter a three-character agency code, which must exist in the D02 Agency profile or be "000" depending on the G/L Edit Type in the D31 Comptroller General Ledger Account profile.

■ **Agency General Ledger**　　　Enter the eight-digit agency general ledger code, trailing spaces allowed.

Information Elements

■ **Title**　　　Enter up to a 40-character agency GL title.

■ **Compt GL Account**　　　Enter the four-digit comptroller general ledger account which must exist in D31 Comp GL Account profile.

■ **System Gen Elements**　　　Are looked up based on the comptroller general ledger account.

■ **GAAP GL Subclass**　　　This is system generated.

■ **GAAP GL Class**　　　This is system generated.

■ **GAAP GL Category**　　　This is system generated.

■ **NACUBO GL**   This is system generated. **(Not used in Michigan)**
  Class

■ **NACUBO GL**   This is system generated. **(Not used in Michigan)**
  Category

■ **Status Code**   Enter a one-character status code as follows:
  A — Active
  I — Inactive
  This code will default to an active status if not entered. It may be used to
  inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which
  identifies when the record becomes effective. This field can be left blank,
  which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which
  identifies when the record is no longer effective. This field can be left
  blank.

■ **Last Proc Date**   This is system generated.

```
SD32 VER 2.0                 R*STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:              AGENCY GENERAL LEDGER ACCOUNT PROFILE              FACS


                 AGENCY:     (MUST BE 000 OR IN D02 AGENCY PROFILE)

   AGENCY GENERAL LEDGER:

                  TITLE:

        COMPT GL ACCOUNT:     (MUST BE IN D31 COMPT GL ACCOUNT PROFILE)
       GAAP GL SUBCLASS:      (SYSTEM GENERATED)
          GAAP GL CLASS:      (SYSTEM GENERATED)
       GAAP GL CATEGORY:      (SYSTEM GENERATED)
        NACUBO GL CLASS:      (SYSTEM GENERATED)
     NACUBO GL CATEGORY:      (SYSTEM GENERATED)


                                                  STATUS CODE: A
 EFF START DATE:           EFF END DATE:         LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D35 GRANT TYPE PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **Grant Type** Enter the two-character grant type code. Examples are:

01 — Federal Grant
02 — State Grant
03 — Local Grant
04 — Indian Tribal Organizations
05 — Private Entity Grant
06 Pass Through Grant

Information Elements

■ **Title** Enter up to a 40-character grant type title.

■ **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

```
 SD35 2.0                   R★STARS ACCOUNTING            08/15/94 12:00 PM
 LINK TO:                   GRANT TYPE PROFILE                         FACS


 GRANT TYPE:

       TITLE:












                                                       STATUS CODE: A
  EFF START DATE:            EFF END DATE:           LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D36 AGENCY CODE 3 PROFILE
INPUT CODING INSTRUCTIONS

The D36 Agency Code 3 profile is an agency defined field which can be used for any coding purpose. Agency Codes may be inferred from either Index or PCA or may be entered on the transaction.

Control Key

■ **Agency**   Enteer the three-character agency code, which must exist in the D02 Agency profile.

■ **Agency Code 3**   Enter up to a six-digit agency code 3. Trailing spaces are allowed.

Information Elements

■ **Title**   Enter up to a 40-character agency code 3 title.

■ **Status Code**   Enter a one-character status code as follows:
                      A — Active
                      I — Inactive
                      This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

```
SD36 2.0                      R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                    AGENCY CODE 3 PROFILE                        FACS


              AGENCY:        (MUST BE IN D02 AGENCY PROFILE)

       AGENCY CODE 3:

            TITLE:




                                                STATUS CODE: A
 EFF START DATE:           EFF END DATE:        LAST PROC DATE:



 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D37 OTHER SYSTEM COST CENTER PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

This profile is used for conversion only.

Control Key

■ **Agency** Enter the three-character agency code, which must exist in the D02 Agency profile.

■ **Appn Year** Enter a two-digit appropriation year.

■ **Cost Center** Enter the five-character cost center.

Information Elements

■ **Title** Enter up to a 40-character cost center title.

■ **Index Code** Enter the five-digit index code which relates to the Cost Center above. This Index must be in the 24 Index Code profile.

■ **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

```
SD37 2.0                     R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:               OTHER SYSTEM COST CENTER PROFILE                   FACS


                  AGENCY:

               APPN YEAR:

            COST CENTER:

                   TITLE:

              INDEX CODE:              (MUST BE IN 24 INDEX CODE PROFILE)




                                                STATUS CODE: A
 EFF START DATE:            EFF END DATE:        LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D39 STATE FUND GROUP PROFILE
INPUT CODING INSTRUCTIONS

The purpose of this profile is to define the State Fund Group values and their associated titles used for fund reporting purposes. It is one of three systemwide reporting categories within the R*STARS fund structure. It serves as an alternate grouping of funds, in addition to, the Appropriated Fund and GAAP Fund. The State Fund Group provides for multiple appropriation bills to be grouped together by D39 category.

Control Key

■ **State Fund Group**   Enter a four-digit state fund group code.

Information Elements

■ **Title**   Enter up to a 40-character state fund group title.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD39 2.0                    R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                  STATE FUND GROUP PROFILE                   FACS


             STATE FUND GROUP:

                      TITLE:









                                                      STATUS CODE: A
 EFF START DATE:            EFF END DATE:           LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D40 GRANT CATEGORY PROFILE
INPUT CODING INSTRUCTIONS

The D40 profile defines the Grant Category and the associated title used for grant reporting purposes. For federal grants, this profile identifies the CFDA (Catalog of Federal Domestic Assistance) number.

Control Key

■ **Grant Category** Enter the six-digit grant category code. For federal type grants, enter the CFDA number. For grants other than federal, the category may be defined as needed.

Information Elements

■ **Title** Enter up to a 40-character grant category title.

■ **State Appl ID Indicator** The State Application Identification indicator is used to determine if the grants comprising this Grant Category are required to have a State Identification Number. Valid values are:
  Y — State Identification Number is required and must be entered on the D47 Grant Number profile for all Grant Numbers with this Grant Category.
  N — State Identification Number is not required on the D47 Grant Number profile.
  Blank — State identification number is optional.

■ **Previous Grant Category** This is a required element and is primarily used to cross-reference changes to the federal CFDA numbers. Enter the current Grant Category into this field if the Grant Category is new or unchanged from the previous year.

■ **Status Code** Enter a one-character status code as follows:
  A — Active
  I — Inactive
  This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which
identifies when the record is no longer effective. This field can be left
blank.

■ **Last Proc Date**   This is system generated.

```
SD40 2.0                        R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                       GRANT CATEGORY PROFILE                        FACS


      GRANT CATEGORY:

             TITLE:

 STATE APPL ID INDICATOR:

 PREVIOUS GRANT CATEGORY:




                                                       STATUS CODE: A
 EFF START DATE:            EFF END DATE:          LAST PROC DATE:

 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D41 PROJECT CATEGORY PROFILE
INPUT CODING INSTRUCTIONS

The D41 profile defines the Project Category and the associated title used for project reporting purposes. It serves as an alternate roll up for project numbers and may be used to account for capital projects that cross agencies.

Control Key

■ **Project Category**   Enter up to a six-digit project category. This field accepts up to six digits with leading, center and trailing spaces.

Information Elements

■ **Title**   Enter up to a 40-character project category title.

■ **Manager**   Enter up to a 40-character project manager.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

R★STARS

Data Entry Guide
Descriptive Profile Maintenance

```
SD41 2.0                    R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                  PROJECT CATEGORY PROFILE                    FACS


         PROJECT CATEGORY:

                  TITLE:


                MANAGER:




                                                         STATUS CODE: A
 EFF START DATE:              EFF END DATE:           LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D42 PROJECT NUMBER PROFILE
INPUT CODING INSTRUCTIONS

The D42 profile establishes the agency defined Project Number and the associated title for Project reporting purposes. Budgeting by project phase is determined through this profile.

Control Key

■ **Agency**   Enter the three-digit agency code, which must exist in the D02 Agency profile.

■ **Project Number**   Enter the six-character project number code.

Notepad

■ **The Note Indicator**   By typing "NOTE" in the "link to" field and selecting the F9 interrupt key, a note may be typed for a particular profile. The NOTE indicator identifies whether:

Y — Yes, a note is tied to the profile, or

N — No, a note is not tied to the profile.

Information Elements

■ **Title**   Enter up to a 40-character project number title.

■ **Desc**   Enter an up to a 40-character project description.

■ **Proj Type**   Enter a one-character project type code. Must be in D06 Project Type profile. The project type descriptions vary since they are designated by each agency.

■ **Proj Group**   Enter a three-character project group code. Must be in the D60 Project Group profile.

■ **Proj PH Budget Level Ind**   Enter "Y" (Yes) or "N" (No). This indicator controls the posting of Phase to the Project Financial Table. If "Y" is selected, the project's budget will be Controlled at the phase level. The Project Number and Phase are both posted to the control key of the Project Financial Table. If "N" is selected, project budget control is at the Project level with phase "00" established in the 27 project Control profile. The Project Number and a blank Phase are posted to the control key of the Project Financial Table.

State of Michigan, Version 2.0

■ **AGY Bud Project Level Ind**   Enter the one-digit Agency Budget Project Level indicator. This indicator controls the posting of Project and Phase to the Agency Budget Financial Table as follows:
0 — Do not post project
1 — Post project
2 — Post project and phase

■ **Category**   Enter the six-character project category, which must exist in the D41 Project Category profile. The project category accounts for capital projects that may cross agencies.

■ **Fiscal Year End**   Enter the four-digit fiscal year end in the format MMDD.

■ **Project Manager**   Enter up to a 60-character project manager name.

■ **Phone No**   Enter a 10-digit phone number starting with the area code.

■ **Report Dates**   Enter up to four optional occurrences of four-digit reporting/billing due dates. These dates must be entered in the format MMDD or DD. The format applied in the first occurrence must be used for the other occurrences.

■ **Audit Comp Date**   Enter the eight-digit audit completion date (MMDDYYYY format) which identifies when the audit was complete. This field can be left blank.

■ **Audit Ind**   Enter a one-character audit indicator code as follows:
Y — Yes
N — No
This indicates whether or not the project requires auditing.

■ **Part Fund and %**   Enter the four-digit participating fund and the seven-digit percentage of participation (999.999 format). Up to 10 funds can be entered. The participating fund must exist in the D23 Fund profile. The sum of the percentage participation for all funds must equal 100%.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective.

■ **Last Proc Date**   This is system generated.

```
SD42 VER 2.0                    R★STARS ACCOUNTING              08/15/94 12:00 PM
 LINK TO:                      PROJECT NUMBER PROFILE                         FACS
                                                                         NOTE:
            AGENCY:       (MUST BE IN D02 AGENCY PROFILE)
    PROJECT NUMBER:
            TITLE:
             DESC:
        PROJ TYPE:       (MUST BE IN D06 PROJECT TYPE)
       PROJ GROUP:       (MUST BE IN D60 PROJECT GROUP)
 PROJ PH BUDGET LEVEL IND:   (Y OR N - CONTROL BUDGETS AT PHASE LEVEL)
AGY BUD PROJECT LEVEL IND:   (0=NO PROJECT, 1=PROJECT, 2=PROJECT/PHASE)
        PROJECT CATEGORY:           FISCAL YEAR END:
   PROJECT MANAGER:
         PHONE NO:
     REPORT DATES:
  AUDIT COMP DATE:                            AUDIT IND:
   PART FUND AND %:


                                                     STATUS CODE: A
 EFF START DATE:           EFF END DATE:          LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR  ENTER-INQ  CLEAR-EXIT
```

D43 PRE-AUDIT SELECTION AND SAMPLING CRITERIA PROFILE INPUT CODING INSTRUCTIONS
(Not used in Michigan)

The D43 profile defines criteria to flag documents for pre-audit. Each entry in this profile is identified by a sequence number and a sample rate. All informational elements (criteria) are optional. One or more criteria may exist on one profile entry which represents an "and" condition. For example, Sequence 00001 and 00002 have identical Effective Start and End Dates, Active Status Codes and Sample Rates of 20 percent. Optional criteria for Sequence 00001 includes an Amount Range of 1,000,000.00 to 999,999,999.99, Agency of "AAA", and a Payment Distribution Type (PDT) of "RF". Optional criteria for Sequence 00002 includes Agency of "BBB" and a PDT of "RF".

In this example, for Sequence 00001, every fifth payment transaction falling within the 1,000,000.00 to 999,999,999.99 dollar range with Payment Distribution Types of "RF" for Agency, "AAA", will be flagged for pre-audit. For Sequence 00002, every fifth payment transaction with a PDT of "RF" for Agency, "BBB", will be flagged for pre-audit.

Control Key

- **Sequence No**   Enter the five-digit sequence number. This is a required field.

- **Sample Rate**   Enter a sample rate. The sample rate is required and is stated as a percentage. It determines how many transactions and/or documents that meet the selection criteria will be flagged for pre-audit. If the sample rate is 100, all transactions that meet the selection criteria will be selected. If the sample rate is 20, every fifth transaction that meets the selection criteria will be selected. Since percentages of 51 through 99 yield the same results as 50 and 100, they are not allowed. Valid values are:
  001 through **050** or **100**

Information Elements

There are no edits for the informational elements except those specifically stated below. Consequently, caution should be exercised when entering data into this profile. For instance, when an appropriation number is entered, there is an edit that makes it necessary to enter an Agency, but there is no edit that requires that the entered Agency be a valid agency for that appropriation number or that the appropriation is valid.

- **Range**   The FROM and TO range for the following informational elements may be entered or left blank. If entered, the TO field must be greater than or equal to the FROM field. These ranges are inclusive.

■ **Doc Agency**   Enter a valid three-character document agency code in the TO and FROM fields or leave blank. If entered, the TO document agency must be greater than or equal to the FROM document agency.

■ **Comp Object**   Enter a valid four-digit Comptroller object code in the TO and FROM fields or leave blank. If entered, the TO Comptroller object must be greater than or equal to the FROM Comptroller object.

■ **Amount**   Enter the transaction amount in the TO and FROM fields in the 99999999999.99 format or leave blank. If entered, the TO transaction amount must be greater than or equal to the FROM transaction amount.

■ **Appn No**   Enter a five-character appropriation number or leave blank. If appropriation number is entered, agency is required.

■ **Vendor No/MC**   Enter a 10-character vendor number and a three-digit mail code or leave blank. The vendor number is required if the mail code is entered.

■ **Doc Type**   Enter a two-character document type or leave blank.

■ **PDT**   Enter a two-character payment distribution type or leave blank.

■ **Status Code**   Enter a one-character status code to determine the status of the profile as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD43 2.0                    R★STARS ACCOUNTING              01/31/94 12:14 PM
LINK TO:            PRE-AUDIT SELECTION AND SAMPLING CRITERIA            BLDV


 SEQUENCE NO:
 SAMPLE RATE:

 RANGE:       FROM:            TO:
  DOC AGENCY:
 COMP OBJECT:
       AMOUNT:

      APPN NO:
 VENDOR NO/MC:
    DOC TYPE:
         PDT:
                                                    STATUS CODE: A
 EFF START DATE:        EFF END DATE:         LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D44 ACTION CODE PROFILE
INPUT CODING INSTRUCTIONS

The D44 Action Code profile is used to establish and maintain the document actions and approval codes to be tracked by R*STARS.

Control Key

■ **Agency**   Enter a three-character agency code or "000". If an agency is entered, it must exist in the D02 Agency profile. "000" is used for systemwide codes, where agency is used for agency specific codes.

■ **Action Code**   If the agency is "000", enter a three-digit action code. If the agency is not "000", enter a three-character alphabetic action code. Examples are:

Agency	000	AAA	738
Action Code	100	AB1	REV

Information Elements

■ **Description**   Enter up to 40 characters to describe the action code.

■ **Level Ind**   Enter a one-character Level indicator as follows to denote whether the action may be input at the batch level, the document level, or both.
B — Batch
D — Document
E — Either (Batch or Document)

■ **Type**   Enter the one-character action type that determines whether the action can be input by Agencies, by Central Office Personnel, or by both. Valid values are:
A — Agency only
B — Both (Agency and Systemwide)
C — Central Agencies only
If the Action Code is numeric, the TYPE must be C.

■ **Normal Hours**   Enter up to a two-digit normal hours status. This field will be used to track
Status   the normal hours a document should remain in this status. Normal Hours Status entered on the 33 Document Control profile will override the Normal Hours Status on this profile. This element is used for reporting only and does not drive system processing.

State of Michigan, Version 2.0

■ **Status Code**   Enter a one-character status code to determine the status of the profile as
                      follows:
                      A — Active
                      I — Inactive
                      This code will default to an active status if not entered. It may be used to
                      inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which
                      identifies when the record becomes effective. This field can be left blank,
                      which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which
                      identifies when the record is no longer effective. This field can be left
                      blank.

■ **Last Proc Date** This is system generated.

```
44 2.0                      R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                    ACTION CODE PROFILE                          FACS


               AGENCY:         (MUST BE "000" OR IN D02 AGENCY PROFILE)

         ACTION CODE:

         DESCRIPTION:

           LEVEL IND:         (B=BATCH, D=DOCUMENT, E=EITHER)

                TYPE:         (A=AGENCY, B=BOTH, C=CENTRAL)

      NORMAL HOURS STATUS:



                                                    STATUS CODE: A
 EFF START DATE:            EFF END DATE:          LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D47 GRANT NUMBER PROFILE
INPUT CODING INSTRUCTIONS

The D47 profile establishes the agency defined Grant Number and the associated title for Grant reporting purposes. Budgeting by grant phase is determined through this profile.

Control Key

■ **Agency**   Enter the three-character agency code, which must exist in the D02 Agency profile.

■ **Grant Number**   Enter the six-character grant number code.

Notepad

■ **The Note Indicator**   By typing "NOTE" in the "link to" field and selecting the F9 interrupt key, a note may be typed for a particular profile. The NOTE indicator identifies whether:
Y — Yes, a note is tied to the profile, or
N — No, a note is not tied to the profile.

Information Elements

■ **Title**   Enter up to a 40-character grant number title.

■ **Fiscal Year End**   Enter the four-character fiscal year end in the format MMDD.

■ **Desc**   Enter up to 40 characters to describe the grant.

■ **Grant Ph Budget Level Ind**   Enter a one-character Y (Yes) or N (No) value. This indicator controls the posting of the phase to the Grant, Cash Control and Cash Balance Financial Tables. If "Y" is selected, the grant budget and cash control is at the phase level. The Grant Number and Phase are both posted to the control key of the Grant, Cash Control and Cash Balance Financial Tables. If "N" is selected, the grant budget and cash control is at the Grant level and a 27 Grant Control profile with a Phase of "00" must be established. If the value of this indicator is "N", the Grant Number and a blank Phase are posted to the control key of the Grant Financial table.

- **Agy Bud Grant**
  Level Ind
  Enter the one-character Agency Budget Grant Level indicator that identifies the level at which the grant is budgeted. Valid values are as follows:
  0 — No grant
  1 — Grant
  2 — Grant/Phase

- **Grantor ID**
  Enter a 14-digit grantor ID code which must be in D28 Grantor profile.

- **Category**
  Enter up to a six-digit category code which must be in D40 Grant Category profile.

- **Grant Type**
  Enter a two-digit grant type code which must be in D35 Grant Type profile. Examples are:
  01 — Federal Grant — funds received directly from the Federal Government.
  02 — State Grant — funds received from a state agency
  03 — Local Grant — funds received from a local government
  04 — Indian Tribal Organizations — funds received from the Federal Government
  05 — Private Entity Grant — funds received from a non-governmental entity
  06 — Pass Through Grant — funds received from a state agency where the other state agency received the funds from the Federal Government

- **Address 1**
  Enter up to a 40-character Address 1.

- **Address 2**
  Enter up to a 40-character Address 2 or leave blank.

- **Address 3**
  Enter up to a 40-character Address 3 or leave blank.

- **City**
  Enter up to a 30-character city.

- **State**
  Enter a two-character state code.

- **Zip Code**
  Enter up to a nine-digit zip code. If the entire nine digits are entered, the first five must be greater than zero. The first five are required.

- **State Match %**
  Enter a two-digit state match percent. This is for informational purposes only.

- **Award Date**
  Enter an eight-digit award date. The date must be in standard

MMDDYYYY format.

■ **Award Contract No**   Enter up to a 20-character award contract number code.

■ **State Appl ID**   Enter the 13-character state application ID or leave blank. This field identifies the State Grant Identification Number. This field is required if the State Application Indicator on the D40 Grant Category profile = "Y".

■ **Loc Ref No**   Enter the eight-character letter of credit reference number. (Optional)

■ **Manager**   Enter up to a 60-character manager name.

■ **Application Status**   Enter the one-character application status indicator which must exist in the D53 Titles profile with Table ID "GAST". This indicates the status of the grant application.

■ **Due Date**   Enter the eight-character application due date in the format MMDDYYYY. This is the final application due date.

■ **Final Decision Date**   Enter the eight-character final decision date in the format MMDDYYYY.

■ **Audit Comp Date**   Enter the eight-digit audit completion date (MMDDYYYY format) which identifies when the audit was complete. This field can be left blank.

■ **Audit Ind**   Enter a one-character audit ind code as follows:
Y — Yes
N — No
This indicates whether or not the project requires auditing.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which
identifies when the record is no longer effective. This field can be left
blank.

■ **Last Proc Date**   This is system generated.

```
SD47 VER 2.0                    R★STARS ACCOUNTING              08/15/94 12:00 PM
 LINK TO:                      GRANT NUMBER PROFILE                         FACS
                                                                          NOTE:


      AGENCY:     (MUST BE IN D02 AGENCY PROFILE)
 GRANT NUMBER:         TITLE:
 FISCAL YEAR END:      DESC:
 GRANT PH BUDGET LEVEL IND:   (Y OR N - CONTROL BUDGETS AT PHASE LEVEL)
   AGY BUD GRANT LEVEL IND:   (0=NO GRANT, 1=GRANT, 2=GRANT/PHASE)
 GRANTOR ID:             CATEGORY:       GRANT TYPE:
  ADDRESS 1:
  ADDRESS 2:
  ADDRESS 3:
      CITY:                              STATE:    ZIP CODE:
 STATE MATCH %:    AWARD DATE:         AWARD CONTRACT NO:
 STATE APPL ID:                        LOC REF NO:
 MANAGER:
 APPLICATION STATUS:    DUE DATE:        FINAL DECISION DATE:

 AUDIT COMP DATE:                AUDIT INDICATOR:    STATUS CODE: A
  EFF START DATE:            EFF END DATE:           LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR  ENTER-INQ  CLEAR-EXIT
```

D48 GRANT OBJECT PROFILE
INPUT CODING INSTRUCTIONS

The D48 profile allows Comptroller and/or Agency objects to be grouped or defined as Grant objects to provide greater flexibility in grant budgeting and reporting.

Control Key

■ **Agency**   Enter the three-character agency code, which must exist in the D02 Agency profile.

■ **Grant Number**   Enter the six-digit grant number code, which must exist in the D47 Grant Number profile.

Information Elements

■ **From Comp Obj**   Enter a four-digit from comptroller object code. If entered, FROM comptroller object must be less than or equal to TO comptroller object, should have an object type of "E" (Expenditure) or "S" (Statistics), and must exist in the D10 Comptroller Object profile.

■ **From Agy Obj**   Enter a four-digit FROM agency object code. If entered, FROM agency object must be less than or equal to TO agency object, should have an object type of "E" (Expenditure) or "S" (Statistics), and must exist in the D11 Agency Object profile.

■ **To Comp Obj**   Enter a four-digit TO comptroller object code. If entered, TO comptroller object must exist in the D10 Comptroller Object profile, must be greater than or equal to from comptroller object, and must have an object type of "E" (Expenditure) or "S" (Statistics).

■ **To Agcy Obj**   Enter a four-digit TO agency object code. If entered, TO agency object must exist in the D11 Agency object profile, must be greater than or equal to from agency object, and have an object Type of "E" (Expenditure) or "S" (Statistics).

■ **Grant Obj**   Enter a six-digit grant object code (trailing spaces are allowed). If FROM and TO agency or comptroller objects are entered, grant object is required.

■ **Title**   Enter up to a 40-character grant object title.

■ **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to
inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which
identifies when the record becomes effective. This field can be left blank,
which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which
identifies when the record is no longer effective. This field can be left
blank.

■ **Last Proc Date** This is system generated.

```
SD48 2.0                     R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                     GRANT OBJECT PROFILE                         FACS


             AGENCY:        (MUST BE IN D02 AGENCY PROFILE)
       GRANT NUMBER:        (MUST BE IN D47 GRANT NO PROFILE)
ENTER A RANGE OF COMP OBJS AND/OR AGCY OBJS TO BE CONVERTED TO THE GRANT OBJ
STRUCTURE:
 FROM OBJ      TO OBJ
COMP   AGCY   COMP   AGCY   GRANT OBJ                 TITLE






                                              STATUS CODE: A
 EFF START DATE:            EFF END DATE:        LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D49 PAYMENT MESSAGE PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

The D49 Payment Message profile is used to pre-define standard messages that appear on remittance advices. However, presently this feature is not being implemented.

Control Key

■ **Message Code**   Enter the three-digit message code.

Information Elements

■ **Message**   Enter up to a 30-character message.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD49 2.0                      R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                   PAYMENT MESSAGE PROFILE                     FACS


          MESSAGE CODE:

             MESSAGE:










                                                        STATUS CODE: A
 EFF START DATE:          EFF END DATE:           LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D51 ERROR CODE PROFILE
INPUT CODING INSTRUCTIONS

The D51 Error Code profile contains the short 20-character error message displayed at the bottom of the screens to be user-defined.

Control Key

■ **Error Code**   Enter the three or four-character error code.

Information Elements

■ **Error Message**   Enter up to a 20-character error message.

■ **Error Sev Ind**   Enter the one-character Error Severity indicator as follows:
    E   — Fatal Element Error
    F   — Fatal Fund Control
    B   — Batch Level
    C   — Correction Error
    W   — Non Fatal Element Error
    K   — Non Fatal Fund Control
    J   — Default Used
    R   — Reject From System
    Blank — Other
    Currently this feature is not in use.

■ **Action Code**   Enter a three-character action code or leave blank. If entered, it must exist in D44 Action Code profile. This is the code that will be automatically recorded in the Document Tracking Table when the error is encountered.

■ **Responsibility**   Enter a one-character responsibility code. The valid values are "A"
    Code   through "Z"

■ **Status Code**   Enter a one-character status code as follows:
    A   — Active
    I   — Inactive
    This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

- **Eff End Date**　　Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

- **Last Proc Date**　　This is system generated.

```
SD51 2.0                    R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                    ERROR CODE PROFILE                          FACS


    ERROR CODE:                   ERROR MESSAGE:



 ERROR SEV IND:             (E=FATAL ELEMENT ERROR, W=NONFATAL ELEMENT ERR,
                             F=FATAL FUND CONTROL,  K=NONFATAL FUND CTL,
                             B=BATCH LEVEL,         J=DEFAULT USED,
                             C=CORRECTION ERROR,    R=REJECT FROM SYSTEM
                             BLANK=OTHER)

        ACTION CODE:

RESPONSIBILITY CODE:

                                                  STATUS CODE: A
 EFF START DATE:            EFF END DATE:        LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D52 FUNCTION CODE PROFILE
INPUT CODING INSTRUCTIONS

The D52 Function Code profile contains title information and reporting hierarchy information. The Function Code may be used by both state agencies and institutions of higher education. Agencies may use the code to record and categorize expenditures by type of operational activity. Institutions of higher education may use the code to categorize current fund expenditures to produce the Annual Financial Report as set forth by the Functional Classification Requirements in the College and University Business Administration. The function structure is very similar to the Program structure.

Control Key

■ **Agency**   Enter the three-character agency code, which must be "000" or in the D02 Agency profile.

■ **Appropriation**   Enter a two-digit appropriation year.
   Year

■ **Function Code**   Enter the four-digit function code.

Information Elements

■ **Title**   Enter up to a 40-character function code title.

■ **Reports To**   Enter the four-digit reports to function code which is hierarchically above
   Function   this function code or leave blank if the function code is 0000. If entered, it must already exist in this profile.

■ **Function Level** This is system generated.

■ **Higher Levels**   This is system generated.
   of Function

■ **Status Code**   Enter a one-character status code as follows:
                      A — Active
                      I — Inactive
                      This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD52 2.0                    R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                   FUNCTION CODE PROFILE                        FACS


                    AGENCY:        (MUST BE IN D02 AGENCY PROFILE)
          APPROPRIATION YEAR:
              FUNCTION CODE:
                      TITLE:


       REPORTS TO FUNCTION:



          FUNCTION LEVEL:       (SYSTEM GENERATED)

HIGHER LEVELS OF FUNCTION (SYSTEM GENERATED)
1:        2:      3:       4:       5:       6:       7:       8:       9:
                                                       STATUS CODE: A
 EFF START DATE:              EFF END DATE:         LAST PROC DATE:



F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D53 TITLES PROFILE
INPUT CODING INSTRUCTIONS

The D53 Titles profile contains Table Identification, Key and an associated title. This profile is used to store miscellaneous systemwide titles not stored in another R*STARS profile. The Table ID determines which code is stored in the profile and the key contains each code value.

Control Key

■ **Table ID**   Enter the four-character table identification code. Some of the valid values and the profile IDs which use them are:
APTY —   Appropriation Type (20)
BCAT —   GL Bond Category (D29)
PCAT —   Program Category (D10)
PPCR —   Payment Processing Cancel Reason Code (44 & 45)
RELA —   Related Appropriation Number (20)
FDGP —   State Fund Group (D22)
TRTY —   Transfer Type (D10)

To get a complete listing of Table ID's, go to RMDS and view DAFQD53.

■ **Key**   Enter the Key from 1 to 20 characters. For example, one of the key values for Appropriation Type (APTY) is "1" (Reverting Appropriation).

Information Elements

■ **Title**   Enter up to a 40-character title.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD53 2.0                        R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                          TITLES PROFILE                             FACS


                    TABLE ID:

                         KEY:

                       TITLE:







                                                             STATUS CODE: A
 EFF START DATE:              EFF END DATE:          LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D57 TAX OFFSET CATEGORY PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

The D57 Tax Offset Category profile contains data that is necessary for the Tax Offset and Backup Withholding processes. A record must be established in D57 for each category in each process. There are two default categories, VNDRT and VNDRB, that are called up via the maintenance screens, 55 and 102, respectively. Categories for Tax Offset must be established to match the State's tax liability categories. There are only two categories for Backup Withholding. One category is the default, VNDRB, and the other is the category for the Internal Revenue Service.

Control Key

■ **Category Code**   Enter the five-character category code. The default categories are:
VNDRT — Tax Offset
VNDRB — Backup Withholding
Examples of categories of taxes for the Tax Offset process might be SALES, EMISS, and WITHH. An example of a category for the Internal Revenue Service is IRS1B.

Information Elements

■ **Title**   Enter up to 40 characters for the category name. (Required)

■ **Category Type**   Enter a one-character category type as follows:
B — Backup Withholding
T — Tax Offset

■ **Category Enabled**   Enter a one-character Category Enabled indicator as follows:
Y — Yes
N — No
This indicator controls whether the category is subject to Tax Offset or Backup Withholding during the next processing cycle.

■ **Category Tran Code**   Enter the three-character category transaction code. This transaction code is used to release the escrowed amount as a voucher payable. A category transaction code must be established in the 28A transaction code Decision profile and the 28B Transaction Code Description profile for each process. This transaction code is applicable to every category for both processes.

■ **Category RTI Agency**   Enter the three-character category RTI agency. The Category RTI Agency is the agency that is established specifically to administer the Tax Offset and/or the Backup Withholding processes. This is the agency that will receive the escrowed amounts from vendor payments, receive and review Tax Offset and Backup Withholding control reports, and perform maintenance on the escrow accounts via the 55 and 102 screens. The RTI Agency must exist in the D02 Agency profile.

■ **RTI**   Enter the six-character recurring transaction index (RTI). The RTI must exist in the 550 Recurring Transaction profile where Agency is equal to the Category RTI Agency that was set up specifically to administer the Tax Offset and Backup Withholding processes. An RTI must be set up for each process. The RTI is used to call a Transaction Code that will reroute the amount withheld from a vendor's payment to the escrow account. Before setting up an RTI for each of these processes, a Transaction Code must be created in 28A and 28B to deposit the withheld amount to the Tax Offset and Backup Withholding Escrow Accounts. See Recording the Accounting Impact for each process in the Reference Manual.

■ **Category Vendor No/MC**   Enter the 10-digit category vendor number and the three-character vendor mail code. This is the vendor number of the taxing authority, the tax offset category, or the IRS. This must be a valid vendor number and mail code combination in the 51 Systemwide Vendor Mail Code profile.

■ **Status Code**   Enter a one-character status code as follows:
A   — Active
I   — Inactive
This code will default to an active status if not entered. It may be used to inactivate a record no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD57 2.0                   R★STARS ACCOUNTING           08/15/94 12:00 PM
LINK TO:               TAX OFFSET CATEGORY PROFILE                   FACS


                 CATEGORY CODE:
                        TITLE:
                CATEGORY TYPE:   (B=BACKUP WITHHOLDING, T=TAX OFFSET)
             CATEGORY ENABLED:   (Y=YES, N=NO)
          CATEGORY TRAN CODE:
          CATEGORY RTI AGENCY:      RTI:
        CATEGORY VENDOR NO/MC:




                                           STATUS CODE: A
 EFF START DATE:          EFF END DATE:        LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D59 CURRENT DOCUMENT NUMBER INCREMENT
INPUT CODING INSTRUCTIONS

The D59 profile allows for current document numbers to be system generated. Current document numbers may be assigned by the system for document types within a financial agency. This is done during financial transaction entry when the user inputs the document number type (first 2 characters of current document number) and selects the look up or process function keys.

Control Key

■ **Agency**   Enter the three-character agency which must be in the D02 Agency profile. The agency must not be an Agency Type of "B".

■ **Doc Type**   Enter the two-character document type which must be in the 33 Document Control profile.

Information Elements

■ **Title**   The document type title is displayed and protected. This title is defined on the 33 Document Control profile.

■ **Last Document**   Enter the six number last document number used. This acts as a counter so
Number Used   when a user requests the assignment of a current document number, this field increments by one. The last document number used may be changed if an agency would like the numbering sequence altered.

■ **Status Code**   Enter a one-character status code as follows:
                      A — Active
                      I   — Inactive
                      This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

Reissue Date: **November 1, 1997**

Revised: **August 1, 2002**

R★STARS

Data Entry Guide
Descriptive Profile Maintenance

Page: **5.5-113**

```
SD59 2.0                      R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:              CURRENT DOCUMENT NUMBER INCREMENT                     FACS


     AGENCY:       DOC TYPE:
                     TITLE:

LAST DOCUMENT NUMBER USED:





                                                           STATUS CODE: A
 EFF START DATE:            EFF END DATE:        LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D60 PROJECT GROUP PROFILE
INPUT CODING INSTRUCTIONS

The D60 profile defines the Project Group and the associated title for project reporting purposes. This profile is agency defined.

Control Key

■ **Agency**　　　　Enter the three-character agency code, which must exist in the D02 Agency profile.

■ **Project Group**　Enter a three-character project group code.

Information Elements

■ **Title**　　　　　Enter up to a 40-character project group title.

■ **Status Code**　　Enter a one-character status code as follows:
A　—　Active
I　—　Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**　Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**　　Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**　This is system generated.

```
SD60 VER 2.0                    R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                       PROJECT GROUP PROFILE                     FACS


                    AGENCY:     (MUST BE IN D02 AGENCY PROFILE)

              PROJECT GROUP:

                     TITLE:





                                                   STATUS CODE: A
 EFF START DATE:           EFF END DATE:         LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D63 DEVICE ID PROFILE
INPUT CODING INSTRUCTIONS

The D63 profile contains the Device ID and associated title information. The Device ID profile is used to identify a specific printer used for remote printing of reports through the report distribution subsystem.

Control Key

■ **Printer ID**   Enter the four-character printer ID.

Information Elements

■ **Title**   Enter up to a 50-character printer title.

■ **Printer Type**   Enter the one-character printer type as follows:
L — Low Speed
M — Medium Speed
H — High Speed

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

```
SD63 2.0                      R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                       DEVICE ID PROFILE                        FACS


   PRINTER ID:

       TITLE:

 PRINTER TYPE:            (L=LOW SPEED, M=MEDIUM SPEED, H=HIGH SPEED)




                                                           STATUS CODE: A
 EFF START DATE:          END EFF DATE:           LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D64 REPORT CONTROL PROFILE
INPUT CODING INSTRUCTIONS

This profile identifies all requestable reports and is used to identify and edit the options available for the 91 Report Request and 95 Report Distribution profiles.

Control Key

■ **Report ID**   Enter the eight-character report ID: Identifies the standard financial report to be generated. The first four characters of this field must be alphabetic with no spaces. The last four characters must be numeric or alphanumeric with no spaces.

Information Elements

■ **Title**   Enter up to a 50-character report title.
                    The following elements identify which options are available for the report.

■ **Requestable**   Enter a one-digit Requestable indicator as follows:
  Ind   **0** — Not requestable
                    1 — Centrally requestable
                    2 — Requestable by all

■ **Printer Remote**   Enter a one-character Printer Remote indicator as follows:
  Ind   **Y** — Yes
                    N — No

■ **Printer Type**   Enter the one-character printer type as follows:
                    L — Low Speed
                    M — Medium Speed
                    H — High Speed

Interval Option Elements

Time Frame

■ **AP Year**   Enter a one-character Appropriation Year indicator as follows:
                    R — Required
                    O — Optional
                    N — Not Allowed

■ **Period** Enter a one-character Period indicator as follows:
R — Required
O — Optional
N — Not Allowed

■ **LTD** Enter a one-character Life-to-Date indicator as follows:
R — Required
O — Optional
N — Not Allowed

■ **View On-line** Enter a one-character View On-line indicator as follows:
Y — Yes
N — No

■ **MMDDYY** Enter a one-character Date Frequency (a one-time request) indicator as follows:
R — Required
O — Optional
N — Not Allowed

■ **Daily** Enter a one-character Daily Frequency indicator as follows:
R — Required
O — Optional
N — Not Allowed

■ **Weekly** Enter a one-character Weekly Frequency indicator as follows:
R — Required
O — Optional
N — Not Allowed

■ **Monthly** Enter a one-character Monthly Frequency indicator as follows:
R — Required
O — Optional
N — Not Allowed

■ **Quarterly** Enter a one-character Quarterly Frequency indicator as follows:
R — Required
O — Optional
N — Not Allowed

■ **Annually**   Enter a one-character Annually Frequency indicator as follows:
R — Required
O — Optional
N — Not Allowed

Level Options

These fields contain the low and high level of detail options available, or the value "N" (not allowed). The valid options vary for each report and include:

Organization Structure (1)

0 — None
1 — Agency Group
2 — Agency
3 — Level 2
4 — Level 3
5 — Level 4
6 — Level 5
7 — Level 6
8 — Level 7
9 — Level 8
A — Level 9

Program Structure (3)

0 — None
1 — Level 1/NACUBO Function **(not used in Michigan)**
2 — Level 2
3 — Level 3
4 — Level 4
5 — Level 5
6 — Level 6
7 — Level 7
8 — Level 8
9 — Level 9

Fund Structure (2)

0 — None
1 — GAAP Fund Group
2 — GAAP Fund Type
3 — GAAP Fund/Appropriated Fund/State Fund Group
4 — Fund

Function Structure

0 — None
1 — Level 1
2 — Level 2
3 — Level 3
4 — Level 4
5 — Level 5
6 — Level 6
7 — Level 7
8 — Level 8
9 — Level 9

Object Structure (1)

0 — None
1 — GAAP/NACUBO Category **(not used in Michigan)**
2 — GAAP/NACUBO Source/Object/Grant Object **(not used in Michigan)**
3 — Comptroller Object
4 — Agency Object

General Ledger Structure (1)

0 — None
1 — GAAP/NACUBO GL Account Category **(not used in Michigan)**
2 — GAAP/NACUBO GL Account Class **(not used in Michigan)**
3 — Comptroller GL Account
4 — Agency GL Account

Grant Structure

0 — None
1 — Grant Type/Grant Category/Grantor
2 — Grant Number
3 — Grant Phase

4   —   Agency Code 1

Project Structure

0   —   None
1   —   Project Type/Project Category/Project Group
2   —   Project Number
3   —   Project Phase
4   —   Agency Code 2

(1) Certain reports require Special Select 1 to be "G" (GAAP).
(2) Certain reports require Special Select 1 to be "G" (GAAP) or "S" (State).
(3) Certain reports require Special Select 1 to be "S" (State).

If the report provides 0, 3 and 4, for example, for the Fund Structure, enter 3 in the Low and 4 in the High. The 91 Report Request profile will allow the entry of 0 whenever the Level Option is not "N".

- **Org (Organization)** — Low and High
- **Prog (Program)** — Low and High
- **Fund** — Low and High
- **Func (Function)** — Low and High
- **Obj (Object)** — Low and High
- **GL Acct (General Ledger Account)** — Low and High
- **Grant** — Low and High
- **Proj (Project)** — Low and High

Special Selection Options

Special Selection options are only appropriate for certain reports. Enter the indicator for each of the 16 options as follow:

   R   —   Required
   O   —   Optional
   N   —   Not Allowed

- **Agency**
- **Org Code (Organization Code)**
- **Program Code**
- **Approp Fund (Appropriated Fund)**
- **Fund**
- **Appropriation**
- **Function**
- **Comp Object (Comptroller Object)**

■ **Agency Object**
■ **GL Acct (General Ledger Account)**
■ **Agency GL Acct (Agency General Ledger Account)**
■ **Grant**
■ **Project**
■ **Special Select 1**
■ **Special Select 2**

■ **Rounding**   Enter a one-character Rounding indicator as follows:
R — Required
O — Optional
N — Not Allowed

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

R★STARS

Data Entry Guide
Descriptive Profile Maintenance

```
SD64 2.0                     R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                     REPORT CONTROL PROFILE                       FACS
REPORT ID:
 REQUESTABLE IND:   (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
 PRINT REMOTE IND:  (Y=YES, N=NO)   PRINTER TYPE:    (L=LOW, M=MEDIUM, H=HIGH)
 INTERVAL OPTIONS   (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
   TIMEFRAME - AP YEAR:    PERIOD:    LTD:    VIEW ON-LINE:   (Y=YES, N=NO)
   FREQUENCY -  MMDDYY:   DAILY:   WEEKLY:   MONTHLY:   QUARTERLY:   ANNUALLY:
 LEVEL OPTIONS  (N=NOT ALLOWED OR LOW AND HIGH VALUE ALLOWED)-
 L-ORG:   PROG:   NACUBO:   FUND:   FUNC:   OBJ:   GL ACCT:   GRANT:   PROJ:
 H-ORG:   PROG:   NACUBO:   FUND:   FUNC:   OBJ:   GL ACCT:   GRANT:   PROJ:
 SPECIAL SELECTS          AGENCY:               ORG CODE:
  (R=REQUIRED,        PROGRAM CODE:          NACUBO FUND:
   O=OPTIONAL,         APPROP FUND:                 FUND:
   N=NOT ALLOWED)    APPROPRIATION:             FUNCTION:
                       COMP OBJECT:        AGENCY OBJECT:
                          GL ACCT:        AGENCY GL ACCT:
                            GRANT:               PROJECT:
                 SPECIAL SELECT 1:     SPECIAL SELECT 2:
                          ROUNDING:                 STATUS CODE:
 EFF START DATE:           EFF END DATE:        LAST PROC DATE:



 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D65 GAAP SUBCLASS PROFILE
INPUT CODING INSTRUCTIONS

The D65 profile contains the GAAP Subclass number, associated title and related GAAP Source/Object information. The GAAP Subclass provides a roll up or grouping of Comptroller objects in order to meet GAAP basis financial reporting requirements.

Control Key

■ **GAAP Subclass**   Enter the four-digit GAAP subclass code. This element is used to prepare GAAP financial statements. The Comptroller Object profile, D10, identifies the GAAP subclass the comptroller object looks up.

Information Elements

■ **Title**   Enter up to a 40-character GAAP subclass title.

■ **GAAP Source/Object**   Enter a four-digit GAAP Source/Object. When entered, must exist in D08 GAAP Source/Object profile. The GAAP Source/Objects are a grouping of GAAP Subclasses.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD65 VER 2.0                 R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                     GAAP SUBCLASS PROFILE                   FACS


          GAAP SUBCLASS:

               TITLE:

    GAAP SOURCE/OBJECT:      (MUST BE IN D08 GAAP SOURCE/OBJECT)





                                                      STATUS CODE: A
  EFF START DATE:          EFF END DATE:        LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D67 GL TABLES CONTROL PROFILE
INPUT CODING INSTRUCTIONS

This profile controls the posting of general ledger accounts to the summary general ledger and general ledger financial tables.

Control Key

■ **Agency**   Enter the three-character agency code. Must be "000" or in the D02 Agency profile.

■ **Fiscal Year**   Enter the two-digit fiscal year.

■ **GL Account**   Enter the four-digit general ledger account. Must be in the D31 comptroller General Ledger Account profile.

Information Elements

■ **Summary GL**   Enter the one-character Summary General Ledger Posting indicator as
Posting Ind   follows:
                  Y — Yes, post General Ledger Account to Summary General Ledger Table
                  N — No, do not post General Ledger Account to Summary General Ledger Table

■ **Agency GL**   Enter the one-character Agency General Ledger Posting indicator as
Posting Ind   follows:
                  Y — Yes, post Agency General Ledger to Summary General Ledger Table
                  N — No, do not post Agency General Ledger to Summary General Ledger Table

■ **Debt/Invest**   Enter the one-character Debt/Investment Issue Number Posting indicator
Issue No   as follows:
Posting Ind   **Y** — Yes, post Debt/Investment Issue Number to Summary General Ledger Table
                  N — No, do not post Debt/Investment Issue Number to Summary General Ledger Table

R★STARS

Data Entry Guide
Descriptive Profile Maintenance

- **GL Posting Ind** Enter the one-character General Ledger Posting indicator as follows:
  Y — Yes, post General Ledger to General Ledger Table
  N — No, do not post General Ledger to General Ledger Table

- **Status Code** Enter a one-character status code as follows:
  A — Active
  I — Inactive
  This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

- **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

- **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

- **Last Proc Date** This is system generated.

```
SD67 1.3                    R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                  GL TABLES CONTROL PROFILE                      FACS


      AGENCY:
 FISCAL YEAR:
  GL ACCOUNT:



             SUMMARY GL POSTING IND:
              AGENCY GL POSTING IND:
       DEBT/INVEST ISSUE NO POSTING IND:

                        GL POSTING IND:




                                                    STATUS CODE: A
  EFF START DATE:          END EFF DATE:          LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

State of Michigan, Version 2.0

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R★STARS

Data Entry Guide

Descriptive Profile Maintenance

Page: **5.5-129**

D68 GAAP SUBFUND PROFILE
INPUT CODING INSTRUCTIONS

This profile contains the GAAP Subfund code. This element represents the subfund that will be used in the Comprehensive Annual Financial Report on the Combining Statements. It is intended to be used for the grouping of funds for reporting in the Comprehensive Annual Financial Report when a combined column is required on the combining statements.

Control Key

■ **GAAP Subfund**   Enter the four-digit GAAP subfund code. This element will be used to prepare GAAP financial statements.

Information Elements

■ **Title**   Enter up to a 40-character GAAP subfund title.

■ **GAAP Fund**   Enter the four-digit GAAP fund code. It must be in D24 GAAP Fund profile. This element will be used to prepare GAAP financial statements.

GASB 34 Gov/Bus Ind   Enter the two-character government/business indicator. This will determine the column on the DAFR9010 Statement of Net Assets, or the row on the DAFR9020 Statement of Activites (Page 1), or the column on the DAFR9030 Statement of Activities (Page 2) the comptroller object transaction associated with the specific D68 will be reported on. This must exist in the D53 Titles profile with a Table ID of "GGBI."

Rpt By Func Ind   Enter a "Y" or "N". If "Y"es is entered, revenues will be reported by function on the DAFR9020 Statement of Activities (Page 1).

Revenue Type   Enter the two-character revenue type, which is used by the DAFR9030 Statement of Activites (Page2) report for a more detailed breakdown of revenues. This must exist in the D53 Titles profile with a Table ID of "GRTY."

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD68 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  12/17/01 03:04 PM
 LINK TO:                    GAAP SUBFUND PROFILE                        PROD


          GAAP SUBFUND:

                 TITLE:

             GAAP FUND:      (MUST BE IN D24 GAAP FUND)

        GASB 34:
           GOV/BUS IND:

      RPT BY FUNC IND:

          REVENUE TYPE:


                                              STATUS CODE: A
  EFF START DATE: 12172001   EFF END DATE:       LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

Reissue Date: **November 1, 1997**

Revised: **August 1, 2002**

R★STARS

Data Entry Guide

Descriptive Profile Maintenance

Page: **5.5-131**

D71 GAAP FUNCTION PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **GAAP Function** Enter the two-digit GAAP function code. This element is a means of grouping together user agencies with similar duties and responsibilities for presentation of revenues and expenditures made for various functions for the user. Examples are:

01 — General Government
02 — Education
03 — Family Independence Services
04 — Public Safety and Corrections
05 — Conservation, Recreation, and Agriculture
06 — Labor, Commerce, and Regulatory
07 — Health Services
08 — Transportation
09 — Tax Expenditures
99 — No GAAP Function

Information Elements

■ **Title** Enter up to a 50-character GAAP function title.

■ **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

Reissue Date: **November 1, 1997**

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R★STARS

Data Entry Guide

Descriptive Profile Maintenance

Page: **5.5-132**

```
SD71 2.0                      R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                     GAAP FUNCTION PROFILE                         FACS


            GAAP FUNCTION:

                    TITLE:










                                                    STATUS CODE: A
 EFF START DATE:            EFF END DATE:           LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

Reissue Date: **November 1, 1997**

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R★STARS
Data Entry Guide
Descriptive Profile Maintenance

Page: **5.5-133**

D80 OTHER SYSTEM OBJECT PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

The D80 profile identifies and provides a title for each Other System Comptroller objects. It is an optional profile, used for conversion purposes only.

Control Key

■ **Other Object**   Enter the four-digit other object code.

Information Elements

■ **Title**   Enter up to a 40-character Other object title.

■ **Comptroller Object**   Enter the four-digit Comptroller object code. When entered, it must exist in the D10 Comptroller Object profile.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD80 2.0                    R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                OTHER SYSTEM OBJECT PROFILE                      FACS


            OTHER OBJECT:                 (FROM OTHER SYSTEM)

                  TITLE:

        COMPTROLLER OBJECT:        (MUST BE IN D10 COMPTROLLER OBJECT PROFILE)




                                                   STATUS CODE: A
 EFF START DATE:            EFF END DATE:        LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

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R★STARS

Data Entry Guide

Descriptive Profile Maintenance

Page: **5.5-135**

D81 FEDERAL PROJECT PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

The D81 Federal Project profile is used to define the federal project number and associated informational and amount fields pertinent to the support of federal billing and reporting requirements.

Control Key

■ **Federal Project No**   Enter a ten-character federal project number.

■ **Title**   Enter up to a 40-character federal project title.

■ **Federal Appropriation No**   Enter a three-character federal appropriation number or leave blank. If entered, must exist in the D85 Federal Appropriation Number profile.

■ **Fed Participation Percentage**   Enter the federal participation percentage as a decimal.

■ **Gross Fed Participation Percentage**   Enter the gross federal participation percentage as a decimal.

■ **Total Federal Requested Amount**   Enter the total federal requested amount or leave blank. If entered, the total federal requested amount must be numeric.

■ **Total Federal Reimbursable Amount**   Enter the total federal reimbursable amount or leave blank. If entered, the total federal reimbursable amount must be numeric.

■ **Current Federal Authoriz- ations**   Enter the current federal authorizations or leave blank. If entered, the current federal authorization amount must be numeric.

■ **Total Agreements** Enter the total agreements or leave blank. If entered, the total agreements must be numeric.

■ **Actual Federal Agreements** Enter the actual federal agreements or leave blank. If entered, the actual federal agreements must be numeric.

■ **Total Participating Amount** Enter the total participating amount or leave blank. If entered, the total participating amount must be numeric.

■ **Submit Date** Enter the eight-digit submission date (MMDDYYYY format). This date must be a valid date.

■ **Start Date** Enter the eight-digit start date (MMDDYYYY format). This date must be a valid date.

■ **Agency** Enter a three-character participating agency or leave blank. This agency identifies the donor agency address and other pertinent federal billing information. If entered, the agency must exist in the D02 Agency profile.

■ **Grantor ID** Enter a 14-character grantor ID or leave blank. If entered, the Grantor ID must exist on the D28 Grantor profile.

■ **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

R★STARS

Data Entry Guide
Descriptive Profile Maintenance

```
SD81 2.0                      R*STARS ACCOUNTING            02/24/1995  9:27 AM
LINK TO:                   FEDERAL PROJECT PROFILE                        FACS

           FEDERAL PROJECT NO:
                       TITLE:

                 FEDERAL APPROPRIATION NO:
        FEDERAL PARTICIPATION PERCENTAGE:
     GROSS FED PARTICIPATION PERCENTAGE:
         TOTAL FEDERAL REQUESTED AMOUNT:
     TOTAL FEDERAL REIMBURSABLE AMOUNT:
        CURRENT FEDERAL AUTHORIZATIONS:
                      TOTAL AGREEMENTS:
               ACTUAL FEDERAL AGREEMENTS:
            TOTAL PARTICIPATING AMOUNT:
                SUBMIT DATE (MMDDYYYY):
                START  DATE (MMDDYYYY):
                                AGENCY:
                            GRANTOR ID:
                                                   STATUS CODE: A
   EFF START DATE:            EFF END DATE:         LAST PROC DATE:


   F1-HELP  F3-DEL  F5-NEXT  F9-INT  F10-SAVE  F11-SAVE/CLR  ENTER-INQ  CL-EXIT
```

D82 TRANSPORTATION PROGRAM NUMBER PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

The D82 TP Number profile is used to define a Transportation Program (TP) number and associated title to support federal project billing and reporting.

Control Key

■ **TP No**   Enter a seven-character transportation program (TP) number.

■ **TP Phase**   Enter a two-character transportation program (TP) phase.

Information Elements

■ **Title**   Enter up to a 40-character transportation program (TP) title.

■ **Status Code**   Enter a one-character status code as follows:
                     A — Active
                     I — Inactive
                     This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

R★STARS

Data Entry Guide
Descriptive Profile Maintenance

```
SD82 2.0                    R*STARS ACCOUNTING           02/24/1995 9:27 AM
LINK TO:                TRANSPORTATION PROGRAM PROFILE                  FACS



            TP NO/PH:

              TITLE:






                                                      STATUS CODE: A
 EFF START DATE:           EFF END DATE:         LAST PROC DATE:


 F1-HELP  F3-DEL  F5-NEXT  F9-INT  F10-SAVE  F11-SAVE/CLEAR  ENTER-INQ  CL-EXIT
```

D85 FEDERAL APPROPRIATION
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

The D85 Federal Appropriation profile is used to define a federal appropriation number and title. This will provide the ability to associate a federal appropriation number with an agency project number. The federal appropriation number is used in the production of an invoice to federal agencies.

Control Key

■ **Federal Appropriation No**   Enter a three-character federal appropriation number.

■ **Title**   Enter a 40-character federal appropriation number title.

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

```
SD85 2.0                      R*STARS ACCOUNTING           02/24/1995  9:27 AM
LINK TO:           FEDERAL APPROPRIATION NUMBER PROFILE                   FACS


FEDERAL APPROPRIATION NO:

                   TITLE:




                                                    STATUS CODE: A
 EFF START DATE:              EFF END DATE:          LAST PROC DATE:


 F1-HELP  F3-DEL  F5-NEXT  F9-INT  F10-SAVE  F11-SAVE/CLEAR  ENTER-INQ  CL-EXIT
```

D90 FIXED ASSET CLASS PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

Control Key

■ **FA Class Code**   Enter the three-digit fixed asset class code.

Information Elements

■ **Title**   Enter up to a 40-character fixed asset class title.

■ **Comp GL**   Enter the four-digit asset comptroller general ledger account   When
  Account (for   entered, it must exist in D31 Comptroller General Ledger Account profile.
  Capitalizing
  Assets)

■ **Disposal TC**   Enter the three-digit proprietary disposition transaction code. When
  (for Disposing   entered, it must exist in the 28A Transaction Code Decision profile.
  Proprietary
  Assets)

■ **Depr TC (for**   Enter the three-digit proprietary depreciation transaction code. When
  Depreciating   entered, it must exist in the 28A Transaction Code Decision profile.
  Proprietary
  Assets)

■ **Category Code**   Enter two-digit category. Required and must be in the D53 Titles profile
                        with a Table ID of "FCAT".

■ **Computer/**   Enter the one-character Computer/Vehicle indicator. Valid values are:
  Vehicle Ind   **C**   —   Computer
                        V   —   Vehicle
                        Blank —   Neither a computer nor vehicle fixed asset
                        If the asset's class is computer related, the manufacturer and title number is
                        required on property record transactions.

■ **Status Code**   Enter a one-character status code as follows:
                        A — Active
                        I — Inactive
                        This code will default to an active status if not entered. It may be used to
                        inactivate records no longer in use.

State of Michigan, Version 2.0

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD90 2.0                    R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                  FIXED ASSET CLASS PROFILE                       FACS


           FA CLASS CODE:
                  TITLE:

            COMP GL ACCT:        (FOR CAPITALIZING ASSETS)

             DISPOSAL TC:        (FOR DISPOSING PROPRIETARY ASSETS)
                DEPR TC:         (FOR DEPRECIATING PROPRIETARY ASSETS)

           CATEGORY CODE:
     COMPUTER/VEHICLE IND:       (C=COMPUTER,V=VEHICLE,BLANK=NEITHER)




                                                         STATUS CODE: A
EFF START DATE:           EFF END DATE:           LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D91 FIXED ASSET SUBCLASS PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

Control Key

■ **Agency**   Enter the three-character agency. When entered, it must exist in the D02 Agency profile.

■ **Subclass**   Enter the three-digit fixed asset subclass code.

Information Elements

■ **Title**   Enter up to a 40-character fixed asset subclass title.

■ **Useful Life**   Enter the three-digit Estimated useful life This must be stated in years with a value greater than 0 and less than 101.

■ **Class Code**   Enter the three-digit fixed asset class code. When entered, it must exist in the D90 Fixed Asset Class Code profile.

■ **Status Code**   Enter a one-character status code as follows:
                       A — Active
                       I — Inactive
                       This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

R★STARS

Data Entry Guide
Descriptive Profile Maintenance

```
SD91 2.0                    R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:              FIXED ASSET SUBCLASS PROFILE                    FACS


            AGENCY:                    (MUST BE IN D02 AGENCY PROFILE)
          SUBCLASS:

             TITLE:

        USEFUL LIFE:                   (MUST BE STATED IN YEARS)


         CLASS CODE:                   (MUST BE IN D90 FA CLASS PROFILE)




                                             STATUS CODE:    A
EFF START DATE:         EFF END DATE:        LAST PROC DATE:



F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D93 FIXED ASSET LOCATION 1 PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

Control Key

■ **Location 1** Enter the four-character location 1 Code.

Information Elements

■ **Title** Enter up to a 40-character location 1 title.

■ **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

```
SD93 2.0                      R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                 FIXED ASSET LOCATION 1 PROFILE                   FACS


            LOCATION 1:

                TITLE:








                                                 STATUS CODE:     A
 EFF START DATE:            EFF END DATE:          LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

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R★STARS

Data Entry Guide

Descriptive Profile Maintenance

Page: **5.5-148**

D94 FIXED ASSET LOCATION 2 PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

Control Key

■ **Agency**　　　　Enter a three-character agency number. When entered, it must exist in the D02 Agency profile.

■ **Location 1**　　Enter the four-character location 1 code. It must exist in D93 Fixed Asset Location 1 profile.

■ **Location 2**　　Enter the four-character location 2 code.

Information Elements

■ **Title**　　　　Enter up to a 40-character location 2 title.

■ **Status Code**　Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**　Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**　Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**　This is system generated.

```
SD94 2.0                       R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                   FIXED ASSET LOCATION 2 PROFILE                   FACS


              AGENCY:                   (MUST BE IN D02 AGENCY PROFILE)

          LOCATION 1:                   (MUST BE IN D93 FA LOCATION 1 PROFILE)

          LOCATION 2:

             TITLE:




                                                  STATUS CODE: A
 EFF START DATE:            EFF END DATE:          LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

R★STARS

D95 FIXED ASSET LOCATION 3 PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

Control Key

■ **Agency**   Enter a three-character agency number. When entered, it must exist in the D02 Agency profile.

■ **Location 1**   Enter the four-character location 1 code. It must exist in the D93 Location 1 profile.

■ **Location 2**   Enter the four-character location 2 code. It must exist in the D94 Location 2 profile.

■ **Location 3**   Enter the six-character location 3 code.

Information Elements

■ **Title**   Enter up to a 40-characters location 3 title.

■ **Status Code**   Enter a one-character status code as follows:
                      A — Active
                      I — Inactive
                      This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

R★STARS

```
SD95 2.0                    R*STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:              FIXED ASSET LOCATION 3 PROFILE                     FACS


             AGENCY:              (MUST BE IN D02 AGENCY PROFILE)

        LOCATION 1:              (MUST BE IN D93 FA LOCATION 1 PROFILE)

        LOCATION 2:              (MUST BE IN D94 FA LOCATION 2 PROFILE)

        LOCATION 3:

             TITLE:




                                                   STATUS CODE: A
EFF START DATE:           EFF END DATE:         LAST PROC DATE:



F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D96 FIXED ASSET FUNDING SOURCE PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

Control Key

■ **Funding**   Enter the two-digit funding source code. This is a required field.
  Source   Examples are:

Agency GLA	FA Funding Source Code	Description
00000001	01	Federal Sources
00000002	02	State Sources
00000003	03	Local Sources
00000004	04	Private Sources
00000005	05	Gifts
00000006	06	General Obligation Bonds
00000007	07	Special Revenue Bonds
00000008	08	Other Bonds
00000009	09	Undetermined/Other Sources

Information Elements

■ **Title**   Enter up to a 40-character fixed asset class title.

■ **Agency GL**   Enter the eight-digit agency general ledger account. When entered it must
  Acct   exist in D32 Agency General Ledger Account profile. See Agency GL
               options under "Funding Source" above.

■ **Status Code**   Enter a one-character status code as follows:
               A — Active
               I — Inactive
               This code will default to an active status if not entered. It may be used to
               inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which
               identifies when the record becomes effective. This field can be left blank,
               which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date**   This is system generated.

```
SD96 2.0                      R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:               FIXED ASSET FUNDING SOURCE PROFILE                   FACS


           FUNDING SOURCE:

                 TITLE:


           AGENCY GL ACCT:            (TO SUPPORT INVESTMENT IN GFAAG)





                                                         STATUS CODE: A
EFF START DATE:            EFF END DATE:            LAST PROC DATE:



F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

D97 PREVENTATIVE MAINTENANCE PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

Control Key

■ **Agency** Enter the three-digit agency code. It must exist in D02 Agency profile. This is a required field.

■ **Prev Maint Code** Enter the three-character preventive maintenance code. This is a required field and agency defined.

Information Elements

■ **Title** Enter up to a 40-character preventive maintenance title.

■ **Status Code** Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Last Proc Date** This is system generated.

```
SD97 2.0                      R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                 PREVENTATIVE MAINTENANCE PROFILE                 FACS


              AGENCY:         (MUST BE IN D02 AGENCY PROFILE)
      PREV MAINT CODE:

                TITLE:






                                                    STATUS CODE: A
EFF START DATE:            EFF END DATE:         LAST PROC DATE:
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```